

Degree-seeking students planning to attend a study abroad program must complete a Consortium/Contractual Agreement in order to receive financial aid and/or scholarships. Financial aid eligibility may be affected by the type of study abroad program in which the student is enrolled.

The two sections of the attached Consortium/Contractual Agreement must be completed. Allow at least four weeks prior to the beginning of the program for completion of this agreement. Failure to complete this Consortium/Contractual Agreement will prevent the release of financial aid funds and the accurate reporting of your enrollment by the Office of the Registrar.

Check list of items needed for the Consortium/Contractual Agreement (Use this to ensure all steps have been completed)

- Complete Section I of this agreement (student).
- Send Section II of this agreement to the host institution for completion.
- Submit completed Sections I and II to the One Stop.
- Complete the Study Abroad Transfer Credit Approval Form. It must be signed by the appropriate Academic Advisor and submitted to the Education Abroad Office, 214 MacMillan before departure.
- Submit the Free Application for Federal Student Aid (**fafsa.gov**) if planning to use financial aid (optional).
 - For the 2019 Summer terms: 2018-2019 FAFSA
 - For the 2019-2020 Fall Semester, Winter Term and/or Spring Semester: 2019-2020 FAFSA
- Apply for the Airfare Grant (optional). This one-time grant is available to a student for one study abroad semester while attending Miami. Eligible Oxford undergraduate students with financial need may receive a university grant up to \$600 for their study abroad airline ticket. Visit MiamiOH.edu/SFAForms to complete the application.
- Provide a copy of the final transcript from the host school to Miami upon completion of courses to prevent possible registration blocks.

Students are responsible for making sure their balance with Miami's Bursar Office is cleared. If there is a balance, aid will pay Miami's charges first and the remaining aid will be released in accordance with Miami University's disbursement schedule. For disbursement dates, see the *Dates and Deadlines calendar* at **MiamiOH.edu/OneStop**. For study abroad programs, disbursements will be released 10 days before the program start date. (For example, Miami's start date is January 23, and the program start date is February 28, the financial aid will disburse on February 18.)

Miami University scholarships may be used for Exchange programs billed through Miami. For global preferred programs, Miami Scholarships cannot exceed the tuition portion of the study abroad program fee. Approved Programs can only use federal aid and private loans. Scholarship funds can only be used once for one study abroad program in a global preferred program (exception: specific program that only has a year option). See complete list of programs at **StudyAbroad.MiamiOH.edu**.

SECTION I TO BE COMPLETED BY THE STUDENT

Student Name _____ Banner ID + _____
 Student Email _____@MiamiOH.edu Phone # for questions about form: _____
 Term (check one): Fall Winter Spring Summer Campus (check one): Oxford Hamilton VOA Middletown
 Check if not applying for financial aid, but would like to defer the loan repayment while studying elsewhere.

Name of Host Institution/Program Provider _____
 Contact Person _____ Email _____ Business Phone _____

CERTIFICATION: I certify that all information reported to qualify for federal student aid is complete and correct and that purposely giving false or misleading information may lead to fines, prison or both.

 Student Signature (Original, not typed) _____ Date _____

SECTION II STUDENT SENDS TO THE HOST INSTITUTION FOR COMPLETION

Student Name _____ Enrollment Dates: From ___/___/___ To ___/___/___
 Number of hours enrolled: _____ Enrollment Period: Quarters Semesters

Program Cost of Attendance:

Tuition \$ _____
 Fees \$ _____
 Room and Board \$ _____
 Books and Supplies \$ _____
 Transportation \$ _____
 Miscellaneous \$ _____
 Total \$ _____

Financial Aid Proceeds To Be Mailed To:

Host School: _____
 Address: _____
 City, State, Zip Code: _____

The student will use financial aid and/or scholarships to help cover the cost of attendance during this transient term. Miami University will consider the student enrolled in an eligible program of study, calculate award eligibility, and upon disbursing financial aid, send funds to host institution. **The host institution agrees to notify Miami University if the student fails to register, reduces the number of enrolled credits, or withdraws from classes.** Miami University will handle any refunds and/or repayments to the Title IV programs resulting from the student's withdrawal from classes and to monitor Satisfactory Academic Progress, according to policies.

The contents of this agreement comply with all federal, state, and university regulations, policies and procedures. As a part of this agreement, financial aid officers at both institutions will receive a certification from the student's Chief Departmental Advisor or Regional Campus Registrar. The statement will verify that the student has permission to register as a transient student at the host institution and that the student will receive credit toward a degree from Miami University.

 Signature _____ Date _____ School _____ Title IV School Code _____

 Print Name _____ Address _____

 Title _____ City _____ State _____ Zip Code _____

 E-mail Address _____ Phone _____ Fax _____

Miami University Oxford Campus One Stop	301 S. Campus Ave.	P: 513-529-0001	Email: OneStop@MiamiOH.edu	F: 513-529-8713
Miami University Hamilton Campus One Stop	102 Mosler Hall	P: 513-217-4111	Email: RegOneStop@MiamiOH.edu	F: 513-785-1807
Miami University Middletown Campus One Stop	114 Johnston Hall	P: 513-217-4111	Email: RegOneStop@MiamiOH.edu	F: 513-727-3427

The Transfer Credit Approval form is used in obtaining department approval of transfer credit to specific equated courses at Miami that have not been previously approved. If a Self-Designed Thematic Sequence or a Miami Plan petition has been approved, submit proof of this approval for those classes, rather than repeating them on the Transfer Credit Approval Form.

Instructions on completing the Transfer Credit Approval Form.

1. Student completes Section I.

- **Program Provider:** Input the organization through which the student applied (AIFS, IES, ISEP, etc.).
 - If the student applied directly to a foreign university (i.e., American University in Sharjah), leave the field blank.
- **Host University:** Include any institution(s) the student will be attending, (such as University of Melbourne, IES, Milan Study Center or CIEE Global Campus).

2. Student completes first two columns in Section II.

- **Identify courses to be taken at the other institution.** Visit the program's website to find the courses offered and the corresponding syllabi (print course description/syllabus).
 - If the program does not provide course descriptions or syllabi through their website, contact the program to request these documents.
 - Student having difficulty finding courses can ask the program or study abroad advisor for help.
- If the student will not be registering for courses until they arrive on-site at their study abroad location, it is recommended to have more courses pre-approved than the student actually plans to take. This way, if there is a need to change classes, an advisor will not need to be contacted while the student is abroad.

3. Bring the Study Abroad Transfer Credit Approval Form and course description/syllabus to the appropriate academic advisor(s) to complete the last three columns in Section II. Usually this is the Chief Departmental Advisor (CDA).

- Course equivalencies should be approved by the corresponding Miami department (i.e., if a student is taking a Chemistry course, it should be approved by the Chemistry department).
 - If Miami does not have an obvious corresponding department, ask an academic advisor or a study abroad advisor for advice.
- Departmental advisors can be found online. Students can also contact the departmental office for the Chief Departmental Advisor's contact information. Students should call or email the advisor in advance to see if an appointment is needed.
 - College of Arts and Science: MiamiOH.edu/CAS/Advising
 - Farmer School of Business: MiamiOH.edu/FSB/Resources/Advising
 - College of Education, Health and Society: MiamiOH.edu/EHS/Student-Resources/Academic-Advising
 - College of Engineering and Computing: MiamiOH.edu/CEC/Academics/Advising
 - College of Creative Arts: MiamiOH.edu/CCA/Current-Students
 - College of Liberal Arts and Applied Science: MiamiOH.edu/Regionals/Advising
- If the advisor has any questions about this form, please ask them to email: StudyAbroad@MiamiOH.edu.

4. Deliver the completed form to the Education Abroad Office, 214 MacMillan Hall.

- Prior to dropping off the form, please make a copy for personal records.
- After the form is processed by the Education Abroad office, it will be available within the student's application on the study abroad website (MiamiOH.edu/StudyAbroad) under the "Documents" tab.

**THIS FORM SHOULD BE COMPLETED AND SUBMITTED BY THE END OF THE SEMESTER
BEFORE GOING ABROAD**

Study Abroad Transfer Credit Approval Form
SECTION I TO BE COMPLETED BY THE STUDENT

Student Name _____
 Student Email _____@MiamiOH.edu
 Major(s): _____
 Program Provider: _____

Banner ID + _____
 Phone # for questions about form: _____
 Study Abroad Term: _____
 Host University: _____
 City, Country: _____

SECTION II TO BE COMPLETED BY THE STUDENT AND ACADEMIC ADVISOR

Student fills out first two columns ONLY		FOR ACADEMIC ADVISORS' USE ONLY STUDENTS ARE NOT TO FILL OUT THE FOLLOWING INFORMATION		
Study abroad course to be transferred:	*Credit hours:	Miami equivalent or T-number:	Faculty signature:	Print faculty name:
EXAMPLE: EN 388: Studies in Modern Irish Literature	3	ENG 345: British Modernism 1890 to 1945 or ENG T		

*Minimum of 12 credit hours needed to release Scholarships

Courses for major/minor equivalencies should be graded (no pass/fail). Grades for courses received as transfer credit do not affect student's Miami GPA. If students decide to take classes that have not been pre-approved, they will need to submit an additional Transfer Credit Approval Form before departure or have an academic advisor review the classes upon return.

CERTIFICATION: I certify that all information reported to qualify for federal student aid is complete and correct and that purposely giving false or misleading information may lead to fines, prison or both.

 Student Signature (Original, not typed)

 Date

Return completed form before leaving to the Education Abroad Office, 214 MacMillan Hall.