**Student Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Term of Study Abroad**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Ex. Summer 2017, Fall 2018, Spring 2019)*

This form must be signed by the student participating in a NON-CNU study abroad program and approved by the Study Abroad Office. By signing this form, you are agreeing to the conditions and responsibilities indicated in this form. Upon completion of this form, the student will be registered as a Study Abroad Student for indicated term and the $150 study abroad fee will be added to the student account. This is a NON-refundable fee. The deadline for this form is as follows:

Spring Study Abroad- October 15

Summer Study Abroad- March 1

Fall and Academic Year- April 1

***Academic Credit***

What is the total number of credits you are taking abroad? \_\_\_\_\_\_\_\_\_ Please initial here. \_\_\_\_\_\_\_\_\_

*If you are unsure, please list the lowest number of credits you might take.*

**Semester students** must be enrolled full time, which means students must take approved courses that will total at least 12 credits at CNU.

**Summer students** can be enrolled in any number of credits. To be eligible for federal aid, students must be registered for courses approved to transfer to CNU that total at least 6 credits.

**Course Approval:** Courses must have prior approval from the CNU academic departments. Students should enroll in the courses that will transfer to CNU for credit. If a course is added that was not approved before departing CNU, that course may not be transferrable to CNU. Any course changes should be sent to the study abroad office immediately to assist in new approvals from the Academic Department Chairs.

**Transfer Credit**: Students must earn a C or higher in order to receive credit at CNU for coursework completed elsewhere. Some programs will use a different grading scale, so you should understand what a C is equivalent to in the host country. A grade of C- or lower will not receive credit. Please note that only the credit hours completed through a Non-CNU Program will appear on the CNU academic transcript; courses will carry a grade of ‘T’ which are not computed in the student’s grade point average (GPA).

**Progress toward CNU Degree:** Students need to take courses that will transfer to CNU. Students are not permitted to study abroad during the semester they plan to graduate. Appeals may be filed with the study abroad office. Often, graduation will be delayed by a study abroad in the final term.

***Eligibility***

To participate in a Non-CNU Led Study Abroad Program, students must have completed at least one semester of full-time enrollment at CNU. Students who are academically or socially suspended from the University will not be permitted to enroll in study abroad during that suspension period. Further, students who are actively involved in an honor case with the Center for Honor, Enrichment and Community Standards (CHECS) may not be permitted to enroll in a study abroad course, depending on the nature of the case. In some instances, the student may be liable for costs associated with this course for expenses which were incurred on their behalf and which cannot be recovered.

***Finances and Payments***

**$150 Study Abroad Fee:** All study abroad students are registered for a SA 300 course to remain enrolled in CNU for the term they are away. The Business Office will place the study abroad fee of $150 onto the student account in place of the student’s regular CNU tuition and fees.

**Program Fees**: All payments will be paid directly to the program. This may be a U.S. based university or organization in U.S. dollars or it may be an overseas university that will charge in the local currency. Payments will be made directly by the student.

**Costs Related to Withdrawal, Dismissal and/or Absence:** The student is solely responsible for any and all costs arising from a voluntary or involuntary withdrawal or dismissal from the program prior to its completion, including withdrawal for reasons of health, family emergency, illegal drug or alcohol use or abuse, legal detention and etcetera. Costs incurred include, but are not limited to, monies advanced on the student’s behalf for non-refundable deposits at other institutions, legal documents, special fees, air, ground, and/or sea transportation, tours and excursions, housing contracts, course activities, events, and visits. If a student withdraws, departs, or is dismissed from a course for any reason prior to its formal completion, academic credit may not be awarded. Fees charged for the course pay for the program as a whole, and cannot be refunded for parts that are missed due to absence, withdrawal and/or dismissal.

**Financial Aid**: Students who are eligible for financial aid will need to meet with the CNU Financial Aid Office to assess the program costs and eligibility. All Federal Financial Aid will be issued by CNU.

**Scholarships**: If you normally receive a scholarship during the semester or summer while attending CNU, you should contact your scholarship coordinator to see if the scholarship can be used during your semester abroad. Many scholarships are available to travel with you, but this is not automatic and may need to be specifically requested.

**Virginia PrePaid Education Plan**: This plan allows students to use funds towards study abroad. However, there are restrictions for payment, so students are advised to contact VPEP before signing up for a study abroad program outside CNU.

**G.I Bill**: Please contact Anna Thombley, veterans affairs coordinator, before applying for a program. Depending on the type of VA Assistance, you may be able to use your plan towards study abroad.

**Financial Statement:** Are you receiving any scholarships, financial aid, grants, federal loans, or personal loans to assist you with your study abroad?

 **YES NO Please initial here. \_\_\_\_\_\_\_\_\_\_\_**

If yes, please list all types of funding you will be receiving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All students must complete the CNU Consortium Agreement Form to receive funds placed onto their CNU student account. This form must be on file with the CNU Financial Aid Office along with a verified course schedule in order to receive funds.

***Student Responsibility***

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_(Print First and Last Name), understand that by signing & submitting this form as a portion of my NON-CNU Study Abroad Application, I acknowledge the policies stated in this document and understand that I am responsible for the following:

**Payments and Coordination for the selected study abroad including**:

* Program and application fees
* Passport and visa costs
* Airfare and transportation
* Housing and meals
* Personal expenses
* Costs associated with absence, dismissal or withdrawal from a program

**Academic Credit:**

* Taking approved courses from an approved study abroad program
* Earning a “C” or higher in order to transfer credit to CNU
* Promptly requesting an official paper transcript to be sent to CNU (along with fees associated with a transcript request)

**I give permission to the Study Abroad Office to have access to my student record** with The Center for Honor Enrichment and Community Standards (CHECS) in order to access and send my disciplinary details to my study abroad program or faculty.

**University Policies:** I understand that the rules governing student responsibility and behavior as stated in the Christopher Newport University Honor Code, Student Disciplinary Policies and Procedures, and the Student Handbook are in effect for the duration of this program. I am responsible for adhering to established policies, heeding verbal and written announcements, and exhibiting reasonable and acceptable behavior which shows genuine concern for social patterns of the host cultures as well as my personal integrity at scheduled events and on excursions.

**CNU Study Abroad Office Policies:** I understand that I must upload my passport copy acceptance details to the abroad office portal before leaving for my study abroad.

**Program Orientation:** I am responsible for attending required pre-departure and on-site orientation meetings, for submitting all forms and identification materials by the specified due date (s), for following instructions for course registration, and for complying with requests related to my enrollment. I understand that failure to do any of the above may result in my removal from the program.

**Communication with CNU**: While abroad, I will communicate with the CNU Study Abroad Office about any course changes, major incidents, and to set up the following semester. Details will be needed in advance to register for courses at CNU and complete the CNU Housing Arrangements: Lottery for Spring study abroad students and Housing Placement for Fall study abroad students.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date CNU ID Number

*Electronic Signatures will not be accepted*

CNU Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: Study Abroad Office Official Date