

## Financial Aid: Study Abroad Agreement

### Section 1: To be completed by the NOVA Student

Please complete Section 1 below and submit this form to the Host Institution where you will study abroad. The Host Institution will need to complete Section 2 and return the form to you. Then you will need to provide the completed form to your Academic Advisor at NOVA. Your Academic Advisor will need to complete Section 3 and return the completed form to NOVA's Financial Aid Office BEFORE NOVA's term census date (that last day to drop with a tuition refund for the longest session of the fall, spring, or summer term). Plan to submit the form at least a few weeks before your study abroad semester begins.

In accordance with sections 600.9 and 690.9 of the Title IV Student Financial Aid Program regulations and Volume 2, Chapter 7, of the Federal Student Aid Handbook, Northern Virginia Community College (NOVA) hereby enters into a study abroad agreement for the designated term. This agreement will apply to all Title IV Student Financial Aid programs. NOVA is the institution awarding the degree or certificate and will be the designated Home Institution.

The Host Institution will be: \_\_\_\_\_

1. NOVA, as the Home Institution, agrees to determine eligibility and provide financial aid to the designated student based on the eligible combined credits from both the Home and Host Institutions as student eligibility and NOVA awarding procedures indicate for the specified term.

Excess financial aid will be disbursed to the student. **THE STUDENT MUST PAY THE HOST INSTITUTION.**  
With the assistance of the Host Institution, NOVA will determine academic progress.

2. The above-stated Host Institution agrees NOT to provide payments from any Federal Title IV programs for the term specified and further agrees to notify NOVA's Financial Aid Office if the student receives any type of financial assistance for attendance at the Host Institution. Should the student's enrollment/attendance status change from the information submitted on this form, the Host Institution will promptly notify NOVA's Financial Aid Office at [finaidsupport@nvcc.edu](mailto:finaidsupport@nvcc.edu). The Host Institution agrees to share end-of-term information to assist NOVA in calculating academic progress at NOVA.

\_\_\_\_\_  
First Name                                      Last Name                                      Host School ID                                      7-Digit NOVA ID

Student's Email: \_\_\_\_\_

Check the appropriate box(es) and write in the year (i.e. Fall of 20XX) that this Study Abroad Agreement pertains to:

Fall of 20\_\_\_\_                       Spring of 20\_\_\_\_                       Summer of 20\_\_\_\_

My degree/certificate at NOVA is: \_\_\_\_\_

### Signature

**By signing this form, I certify that all the information provided is true and complete to the best of my knowledge. I request that the two schools indicated on this form share all necessary information regarding my enrollment at both schools so that my financial aid can be based on combined enrollment.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: To be completed by the Host Institution**

The Host Institution should complete this section and email the completed form to the student at the email address listed in Section 1.

Period of Enrollment: \_\_\_\_\_ to \_\_\_\_\_ Credits are:  Semester Hours  Quarter Hours  
month/day/year month/day/year

Courses Registered at Host Institution:

Course Number	Course Title	Number of Credits	Tuition/Fees for Course	Course Census Date

Anticipated Financial Aid at Host Institution (USD): \_\_\_\_\_  
 \_\_\_\_\_

Food and Housing Charges at Host Institution (USD): \_\_\_\_\_  
 \_\_\_\_\_

**The Host Institution agrees to inform NOVA at [finaidssupport@nvcc.edu](mailto:finaidssupport@nvcc.edu) upon noticing any change in the student’s enrollment.**

Host Institution Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section 3: To be completed by the student's Academic Advisor at NOVA**

Please complete this section and email the fully completed form to the Financial Aid Office at [finaidsupport@nvcc.edu](mailto:finaidsupport@nvcc.edu).

Indicate the number of credits being taken at the Host Institution (noted in Section 2 above) that are required for the student's program of study at NOVA or that will fulfill unmet required electives in the student's program of study at NOVA: \_\_\_\_\_

If all courses taken at the Host Institution will not apply, indicate which courses will be accepted as part of the program of study at NOVA.

---

---

---

---

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Summary of NOVA's Financial Aid Policies

**Awards:** Financial aid offered before the [term census](#) (i.e. the last day to drop with a tuition refund for the longest session of the fall, spring, or summer term) is based on anticipated full-time enrollment. Awards may be reduced after the term census for students enrolled in less than 12 [eligible credits](#). Students are encouraged to register for all courses they wish to take during the entire semester by the term census because grant eligibility is calculated based on enrollment as of the term census. Grant aid will not be increased for classes added after the term census. Late financial aid applicants who are awarded for the first time after the term census will only be awarded once they are enrolled and their award will be based on their enrollment at that time. Please contact the [Financial Aid Office](#) immediately after you register to have your aid eligibility determined if you complete your financial aid application after the term census and are unable to make other payment arrangements before the [payment deadline](#).

**Adjustments:** The Financial Aid Office begins adjusting financial aid for students enrolled in less than 12 eligible credits on the day after the [term census](#) (i.e. the last day to drop with a tuition refund for the longest session of the fall, spring, or summer term). The adjustment process is typically completed about 2-3 weeks after the term census. You will be notified if your aid is adjusted and you will be able to view the updated award in your myNOVA account. Log into your myNOVA account and [Calculate Anticipated Aid Based on Actual Enrollment](#) to review your actual pending aid. Then [view your charges](#) for the semester and pay any remaining balance by the [payment deadline](#). Information on NOVA's Payment Plan and other payment options is available [here](#).

**Returning Title IV Funds:** Please note that after the adjustment process, your aid may still be reduced or cancelled if you drop, audit, or do not attend registered courses past the course census date. You may also have to repay financial aid in accordance with the [Return of Title IV Financial Aid Funds Policy](#) if you do not attend the entire period for which you were scheduled to attend or if you withdraw from all courses prior to completing at least 60% of the term.

**Disbursements:** Once the adjustment process is completed approximately 2-3 weeks after the term census, financial aid for the current term will be disbursed to your student account if you have attended at least 6 eligible credits past the [session census date](#) and assuming you do not have any [holds](#) or incomplete [To Do List](#) items on your myNOVA account that prevent disbursement. If you have not attended at least 6 eligible credits past the session census date, your financial aid disbursement will be held until you do. Students enrolled in only 1-5 eligible credits will have any aid that they are eligible for disbursed after the census date for those courses has passed, and no earlier than the term census. At the time of loan disbursement, students must be currently attending at least 6 eligible credits past the session census date or they must have already successfully completed at least 6 eligible credits during the term.

**Refunds:** As indicated above, financial aid is typically disbursed to your student account about 2-3 weeks after the [term census](#) (i.e. the last day to drop with a tuition refund for the longest session of the fall, spring, or summer term). However, it may take an additional 1-2 weeks after disbursement to receive any refund for excess financial aid depending on the [refund preference](#) selected.

**Satisfactory Academic Progress (SAP):** Satisfactory Academic Progress is measured throughout the academic program by the student's cumulative grade point average and by credits earned as a percentage of those attempted. At a minimum, students must receive satisfactory grades in at least 67% of the cumulative credits attempted. In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. NOVA's entire SAP policy can be viewed at <https://www.nvcc.edu/admissions/financialaid/policies/sap.html>.

For more information, visit <https://www.nvcc.edu/admissions/financialaid/index.html>.