

Financial Aid: Request for Financial Aid for Study Abroad

Important Financial Aid Information for Study Abroad

Before you go:

- Apply for financial aid by the priority dates provided at <https://www.nvcc.edu/admissions/financialaid/how-to-apply/index.html>.
- NOVA's Office of International Education & Sponsored Programs (OIESP) will provide the cost of NOVA-Led Programs to the Financial Aid Office so your cost of attendance can be updated to match the cost of your study abroad program. This adjustment will likely not result in a change in your current financial aid. It may increase eligibility for Parent PLUS or alternative/private loans.
- If you have program costs that are **due before financial aid can be disbursed**, you will be responsible for arranging to pay the up-front costs.
- There is **no guarantee** that financial aid will cover the costs for your program.
- For NOVA-Led Programs that are **not** registered and billed through myNOVA, OIESP will provide the NOVA Financial Aid Office with a Consortium Agreement and a Study Abroad Course Approval Form (or the equivalent) to confirm which study abroad courses fulfill remaining degree requirements for your NOVA program of study.
- For Independent Study Abroad/Non-NOVA Study Abroad Program, the student must submit a completed Study Abroad Course Approval Form to the NOVA Financial Aid Office.
- **Not all financial aid may be used with consortium programs.** NOVA's Financial Aid Office will determine if a particular type of aid can be used for your study abroad expenses.
- **Set up [direct deposit](#) prior to departure.** This is the safest and most efficient way to receive any refund you are due.
- Prior to the census date, financial aid is offered based on anticipated full-time enrollment.

Once you have arrived:

- Financial aid may be reduced for enrollment in less than 12 eligible credits and for dropped/withdrawn courses.
- **Financial aid will not disburse** prior to the start of the NOVA semester in which you are abroad.
- Financial aid for courses registered in myNOVA is disbursed after you have attended past the census date.
- For NOVA-Led Programs that are not registered and billed through myNOVA, OIESP will provide the NOVA Financial Aid Office with Attendance Certification.
- For Independent Study Abroad/Non-NOVA Study Abroad Program, the host institution must complete the **Verification of Enrollment Form and Consortium Agreement**. **These two forms must be returned to NOVA's Financial Aid Office before financial aid is disbursed.**

When you return:

- Courses taken abroad count toward your completion rate and maximum hours for [Satisfactory Academic Progress](#).
- For programs that were not registered and billed through myNOVA, transcripts from the host institution must be received and processed promptly. You will receive a **one semester grace** period during which you will be allowed to receive financial aid while your transcript is being sent from the host institution and evaluated by the [College Records Office](#). **Failure to provide a transcript will result in retraction of your financial aid for that semester. Aid will also be retracted if the courses taken abroad do not successfully transfer back to NOVA and fulfill remaining requirements for your program of study at NOVA.**

Student Signature *confirming you understand the policies described above*

Date:

YOU NEED TO SUBMIT THIS FORM EACH SEMESTER YOU STUDY ABROAD IF YOU HAVE: - Federal Aid (grants or loans) you want applied to study abroad - Any scholarship(s) you want applied to study abroad		This is <u>NOT</u> a scholarship application If you are interested in receiving financial aid, please follow the instructions at www.nvcc.edu/financialaid/index.html and contact the NOVA Financial Aid Office if you have any questions.
Student Last Name:	Student First Name:	7-Digit NOVA Student ID:
Student Phone Number:	Student Email:	
Name of Study Abroad Program:	Name of Study Abroad Program:	
Semester You Are Requesting Financial Aid for Study Abroad: ☐ Fall 20 _____ ☐ Spring 20 _____ ☐ Summer 20 _____	Study Abroad Program Starts: Month _____ 20 _____	Study Abroad Program Ends: Month _____ 20 _____
Type of Study Abroad Program: ☐ NOVA-Led Program - For courses registered and billed through myNOVA ☐ NOVA-Led Program - For courses that are not registered and billed through myNOVA (Study Abroad Course Approval Form, Attendance Certification, and a Consortium Agreement must be provided by the Office of International Education & Sponsored Programs (OIESP) prior to financial aid disbursement). ☐ Independent Study Abroad/Non-NOVA Study Abroad Program – (Study Abroad Course Approval Form, Verification of Enrollment, and a Consortium Agreement must be provided prior to financial aid disbursement). Number of credits taken abroad that fulfill remaining requirements for your program of study at NOVA: _____ **You may participate in study abroad courses that do not fulfill degree requirements, however, the courses will not be eligible for financial aid. Only courses that fulfill remaining requirements for your degree or certificate at NOVA that are attended past the census date, can be considered for financial aid. Most types of aid, including student loans, require enrollment in at least 6 eligible credits. Pell Grants can potentially be received for less than half-time enrollment abroad at Title IV eligible institutions if the student is otherwise eligible.		
Student Signature (no electronic signature):		Date:
Return this completed form to the NOVA Financial Aid Office In-person: https://www.nvcc.edu/admissions/financialaid/index.html Mail: College Financial Aid Office, Box 135 8333 Little River Turnpike Annandale, Virginia 22003-3743 _____		Submit this form by: - April 1 for Summer - July 1 for Fall - December 1 for Spring

STUDY ABROAD COURSE APPROVAL FORM

Student Name (Last, First) _____ EMPLID # _____ Academic College _____ Major 1 _____ Major 2 or Minor _____

Program Name _____ Program Location (City, Country) _____ Study Abroad Term _____ Year _____ School Issuing Transcript _____

STUDENT AREA: Section to be completed by student (course syllabi or descriptions must be provided for previously unapproved courses)			ADMIN AREA: Section to be completed by Dept. Chair or Faculty		
Study Abroad Course Subject # & Title (e.g. ENGL 111: English Writing)	Host Credit Hours	Requested NOVA Course Equivalent There is no guarantee this specific course will be approved	Approved NOVA Course Equivalent (e.g. ENG 111)	Does this course fulfill remaining requirements for the student's degree or certificate at NOVA? Yes / No	Approved by NOVA Dept. Chair/Faculty Yes / No

Notes: _____

Printed Name of Department Chair/Faculty Reviewing This Form: _____

Signature of Department Chair/Faculty Reviewing This Form: _____ Date : _____

**** Approval of this form does not guarantee transfer of credits until the foreign transcripts are evaluated and reviewed by the College Records Office upon program completion. ***

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 the NOVA Study Abroad Representative who 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](#). 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
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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's [Financial Aid Office](#) 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 NOVA Study Abroad Representative

Please complete this section and email the fully completed form to the NOVA's [Financial Aid Office](#).

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.

Study Abroad Representative 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 within 2 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 after the term census, financial aid for the current term should 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 requirements 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 or date 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>.