

Paying for Your Study Abroad Semester

For the Academic Year 2009/2010

\$20,750.00/Semester = SMC Study Abroad Fee = Study Abroad Budget

POLICIES:

- **SMC pays** your program tuition, room and meals and reimburses you for the application fee, confirmation deposit, and airfare (domestic and international) up to \$20,750.00
- Students are responsible for knowing program fees and airfare expenses. Expenses over \$20,750.00 are the responsibility of the student.
- **SMC bills you** for SMC semester tuition, room and meals (\$20,750.00), minus your financial aid
- 90% SMC aid (institutional grants and scholarships) applies for one (1) semester abroad; it does not apply for a second semester
- Non-SMC aid can apply for one or two semesters (including federal and state grants and loans). Work-study does not apply overseas. Some aid may be restricted. You can apply for study abroad scholarships through your program provider.
- Tuition exchange and tuition remission do not apply for study abroad.

PROCEDURES:

- You pay the application fee (\$35-\$95) to your program provider. SMC will reimburse you for this fee when it reimburses you for the confirmation deposit.
- You pay the program confirmation deposit (\$350-\$750) upon acceptance. SMC will reimburse you for the deposit after you provide the Study Abroad Office with documentation that confirms the deposit was paid. Acceptable documentation includes: a cancelled check, a credit card statement, or an e-mail from your program provider confirming receipt of the deposit.
- If your program requires a room damage deposit, you pay this directly to your program. This fee will be reimbursed by your program after your semester ends and your room is damage free.
- Your program provider mails an invoice to the Office of Study Abroad for **program fees** (tuition, room, meals).
- If your housing choice does not include a **meal plan** (usually the case with apartment living or shared kitchens in residence halls), SMC will issue you a check for the program-estimated meal expenses (estimates are often listed in the program provider's website). Some university housing and meal options are not confirmed until several weeks or months after you arrive on campus. In these cases, there may be a delay in the processing of checks relating to "self-catering" meal costs. These checks will be issued in the student's name and mailed to the home address.
- If your program does not make arrangements for a group flight to your program destination, you will book your own **airline ticket** (economy class only). Submit to the Office of Study Abroad a copy of your flight confirmation, including the carrier name, itinerary and ticket price paid (not quoted). A reimbursement check will be issued as long as the program total (tuition, room, board, and airline ticket) does not exceed the study abroad budget.

Important Notes:

- **Documentation for reimbursement of allowable study abroad costs must be submitted to the Study Abroad Office no later than one week after arrival at your study abroad program site.**
- You can maintain your regular SMC payment plan through the Student Accounts Office.
- Study abroad expenses beyond \$20,750.00 can be added to your SMC student account.
- Unspent study abroad expenses (less than \$20,750.00) cannot be refunded.
- If you withdraw from a study abroad program after SMC has paid and reimbursed fees, you are responsible for the debts incurred that cannot be refunded.
- SMC will not pay for passport and visa expenses (including transportation to and from consulates, overnight stays and passport photos), airline ticket change fees, excess baggage fees, trip insurance, in-country residence fees, optional trips and events, books, gym membership fees, personal expenses, vaccinations, early program withdrawal fees, optional or supplemental housing charges, and costs associated with independent study projects and research.
- Reimbursement checks are issued in the student's name and mailed to the home address. Please make appropriate arrangements for depositing these checks.
- Many program providers offer need-based (and sometimes merit-based) scholarships to qualified applicants. Students are strongly encouraged to apply for all scholarships for which they are eligible.

BILLING CONTACTS:

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| ● Peggy Imai, Office of Study Abroad | 802-654-2222 | pimai@smcvt.edu |
| ● Lori Karnes, Student Accounts | 802-654-2582 | lkarnes@smcvt.edu |
| ● Daniel Couture, Financial Aid | 802-654-3243 | dcouture@smcvt.edu |

ACADEMIC POLICIES:

Eligibility Requirements:

Only students in good academic and social standing are eligible to study abroad. Students must have a cumulative GPA of 2.8 to be considered for study abroad through SMC. Some program providers may require a higher GPA for admission to certain programs. Students are responsible for knowing program admission requirements and program costs.

A student's disciplinary record is part of the Study Abroad Office application review and may be grounds for barring participation by the College and/or the sponsoring program. Students may not participate in study abroad while on disciplinary probation. Students may apply while on probation, but any conditional approval is contingent upon removal from probation before participation.

Transfer Credit:

Pre-approved courses are accepted as transfer credit and may apply, as appropriate, toward SMC major, minor, LSR, or general elective credits. A grade of C- or better is required for credit transfer. Grades earned in approved study abroad programs are not calculated into the SMC GPA. A transcript listing all courses taken and grades earned will be issued at the end of the semester by the program's institution of record.

Travel Restrictions:

SMC students will not be approved to participate in programs located in countries under a current US Department of State Travel Warning. Countries currently on the Department of State Travel Warning list can be found online at <http://travel.state.gov/travel/>.