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Study Abroad And Financial Aid Policy

Capital University views overseas study as an important element of a liberal education. In support of the overall educational mission of the institution, Capital University permits institutional aid (i.e. Capital University and departmental scholarships and grants) to be used toward the instructional cost of study abroad for one semester on an accredited program. To use institutional aid, the program cannot be in a country for which the U.S. State Department has a current travel warning (see www.travel.state.gov). Federal and state regulation permits the use of federal and state funds for any program-related costs in which the university awards college level credit. There is no time limit for the use of federal or state funds, however, a consortium agreement between Capital University and the host institution may be required.

In using financial aid for study abroad, the following criteria must be met:

1. You must enroll in a minimum of 12 semester hours each term. Credit earned cannot be “redundant” credit (the same course taken twice.) You must complete *Worksheet #3 – Study Abroad Course Approval Form* which will be kept on file in the Office of International Education. **Deadlines for Worksheet #3 are:**
November 1 for Spring term and **April 1** for Summer and Fall terms.
2. You must research program costs to complete and submit *Worksheet #4 – Study Abroad Budget Worksheet* along with copies of program costs from the sponsoring institution, to an advisor in the Financial Aid Office. You should schedule a meeting with a financial aid advisor to go over budget material. The financial aid advisor will sign *Worksheet #3*
3. A bill or an invoice for the program needs to be submitted to the Director of Student Accounts in the Finance Office.
4. If possible, please have all loan checks submitted electronically to the university.
5. You may have to cover some program costs before financial aid is available (e.g. deposits, visa fees, passport fees, airline tickets, etc.)
6. Grant *Power-of-Attorney (PoA)* to someone who is not an employee of Capital University. It should be someone you trust to complete financial arrangements for you when you are out of the country. A sample PoA form is available on the Capital Study Abroad web page. Please give a copy of the PoA form to the Director of Student Accounts in the Finance Office.
7. A final transcript from the overseas institution must be sent to the Capital University Registrar’s Office at the completion of the overseas program.

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