

How to apply for an Augustana International or Off-Campus Program.

Complete the online application & turn in your deposit to the Business Office by **JANUARY 15th** in order to qualify for placement in a program.

1. Use **GOOGLE CHROME, SAFARI or FIREFOX** to go to www.augustana.edu/plus
Do not use INTERNET EXPLORER.

2. **Enter your regular Augustana login.**

3. **Select the program from the Experience option bar.**

Be certain you have selected the **correct program** and the **correct year**. Dates & Costs are tentative. You can get the most current information from the program's director or the International & Off-Campus Programs Office.

4. **Complete the Experience Expenses by calculating out of pocket expenses.**

Some programs include flights, all meals, etc. If your program does not, you will want to estimate the costs you have, anything you will pay yourself and not to Augustana. The Experience Fee which you will see already entered for the program reflects the announced price of the program minus the anticipated cost of tuition. For this reason, in most cases it will not match the announced program fee exactly.

5. **Complete the Budget Narrative & Personal Statements.**

The Budget Narrative is a short clarification of the expense items you listed. The Personal statement should identify why you are choosing the program you have chosen. This will be used if you are applying for Augie Choice.

6. **Submit the application by January 15th.**

Once you have completed the application, be certain to hit the **SUBMIT APPLICATION** button. If you have indicated that you wish to use Augie Choice funds, an Augie Choice application will appear now. You can complete the Augie Choice application now or return to it later.

7. **Turn in the \$300 program deposit to the Business Office by January 15th ..**

Your deposit should be either an online payment at <https://www.augustana.edu/study-away-deposit>, or a check, made out to "Augustana College" and with the name of the program written on the memo line of the check. Only students who have completed an online application and who have turned in a deposit will be eligible for program selection.

8. **If you are applying to multiple programs and plan to attend both/all of them:**

You will need to repeat all the steps above, including a deposit check for each program you plan to attend.

9. **If you are applying to multiple programs to have backups, but plan to attend only one:**

You will need to complete an online application for each program, with expense breakdowns and narratives for each. You will deposit only one check with the Business Office. Please write "Study Abroad" in the memo line. You must also send an email with your ranking (1st choice, 2nd choice, etc.) to the International & Off-Campus Programs offices at internationalprograms@augustana.edu by the application deadline. The IOP office will use this ranking to put you in the best placement possible based on Augustana policy for program selection.

NOTES ABOUT SELECTION FOR OFF-CAMPUS PROGRAMS: All students who apply for off-campus programs must be approved by the Dean of Students Office. After the January application deadline and subsequent approval by the Dean of Students Office, programs with more applicants than slots will use a selection process which pools students based on academic standing (GPA combined with Academic Year). When a program's roster has been finalized, students will receive an email announcing their acceptance to the program. Students applying to multiple programs but planning to attend only one will be sent their program placement.

Augustana College International & Off-Campus Programs Withdrawal and Refund Policies

A deposit of \$300 is required for all applications. This document outlines policies for withdrawal from a program after acceptance and the policies pertaining to the refund of the initial deposit and subsequent program charges should a student withdraw from a program. Please read this document carefully and share it with anyone who might be assisting you with the payments for your study away experience. You will receive a second copy of this document when upon acceptance to a study away program.

1. A full refund of the \$300 deposit will be returned to any student not accepted to the program to which they have applied.
2. A refund of \$265 will be given to any student accepted into a program who then withdraws prior to the first program payment date. \$35 is retained to cover administrative costs for program registration.
3. **One month prior to the first payment date** all students should receive at their permanent address a billing statement from Augustana's Business Office. This statement will outline the program costs, any deductions from anticipated financial aid and will outline the anticipated payments for all upcoming payment due dates.
4. All students are expected to make a payment by the **first payment date**, even if financial aid will cover significant portions of the program charge. Students who fail to make a payment by the first payment date can be withdrawn from the program roster. Your billing statement will indicate the total to be deposited with Augustana for each billing date.
5. As of the **first payment date**, the college will make nonrefundable deposits for airfare or other program expenses, funds which are not recoverable should a student withdraw. For this reason a full refund is not possible after this date unless a student is replaced by another student from a program waitlist. In cases where a student from the waitlist replaces the withdrawing student, the withdrawing student will be eligible for a refund of all deposited funds minus the \$35 administrative fee cited in section 2 above.
6. If there are no students on the wait list to replace the withdrawing student, the withdrawing student will receive all monies minus a) any non-refundable costs already expended on his or her behalf and b) any portion of the "fixed costs" of the program (i.e., those costs which are shared by the whole group rather than based on individual participation). This can be a significant portion of a program's cost and may exceed the portion of the total payment which was due as of the first payment date.
7. In the event that a student withdraws from the program after the **first payment date** but has failed to make the payment required, that student will be billed for the total of nonrefundable charges and shared costs as outlined in sections 4 and 5 above. Failure to deposit funds representing these charges, as cited above, can lead to an administrative block on college functions such as registration or availability of official transcripts to employers or graduate schools, until such time as the debt is paid to Augustana College.
8. There is no change to this policy at later payment dates, except that the charges deemed to be nonrefundable are likely to increase as a program nears its departure date
9. Students who are withdrawn from a program prior to departure by Augustana College due to a change in their academic eligibility or due to a disciplinary concern are treated as any other withdrawal and these students are responsible for all program fees or charges as outlined above. This includes any student whose cumulative GPA drops below minimum program requirements, students who are put on probation due to honor code violations, who have an academic suspension in place the term prior to the program term, or who are deemed unfit to travel by the Dean of Students Office due to disciplinary concerns.

10. In the event that a student must end participation in the program at some time during the program itself (while overseas) due to health reasons, the college would retain an amount to cover the non-refundable costs already expended on behalf of that student as well as the student's portion of the "fixed costs". All efforts will be made in these circumstances to minimize these nonrefundable charges.

Program Payment Dates

Program Payment Dates are dependent upon the program departure date and program type. Please review the options below for the appropriate dates for your program. In the event that a program has requested an altered schedule which does not match the chart below, this will be highlighted in the billing statement provided by the Business Office.

PROGRAM	1ST DUE DATE	2ND DUE DATE	FINAL DUE DATE
Summer Program	March 15	n/a	May 1
Fall Term Abroad	April 1	May 1	July 1
Winter Term Abroad	May 1	September 15	November 15
Winter Break Program	July 1	n/a	September 15
Spring Break Program	September 15	n/a	January 15
Spring Term Abroad	September 15	November 15	January 15
Spring Course with Summer Travel Program	November 15	n/a	January 15

Program Withdrawal Procedures:

If a student chooses to withdraw from this program, they must send an e-mail message to both the program leader(s) and the Director of International and Off-Campus Programs (IOP) at internationalprograms@augustana.edu. The withdrawal date will be considered the date when this e-mail request is received. Upon receipt of the withdrawal notice, the Director of IOP will contact the Business Office to authorize the appropriate refund.

Use of this Form

You should retain this form in your records. You should also share this form with your parents and/or guardians so that all financial responsibilities are understood. You will receive a second copy of this document upon acceptance into any Augustana study away program. An electronic copy of this document is available on your program account at Augustana's Studio Abroad Website. You will be provided with access to this website when you receive confirmation of your acceptance into an Augustana International & Off-Campus Program.