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## Applying for Study Away at Augustana College

**BEFORE YOU APPLY:** We highly recommend that all students meet with their academic advisor(s) before completing an application to study away. This is important for J-Term and summer programs, but is absolutely essential for semester away programs because of the potential risks of a semester away being timed against courses which are essential for graduation within any given major.

**WHEN SHOULD YOU APPLY?:** Applications are always completed during the school year prior to the program (Winter 2018-19 for a Fall 2019 program, for example.) All programs have a Primary and an Extended App Period. **It is highly recommended that students apply during the primary period**, as some programs will close and will not be available for applications during the Extended Period.

	<b>SUMMER, FALL SEMESTER &amp; FALL+J-TERM PROGRAMS</b>	<b>J-TERM, SPRING SEMESTER &amp; SPRING+JUNE PROGRAMS</b>
<b>PRIMARY APP PERIOD</b>	Sept-Dec. 10	Sept-Feb 10
<b>EXTENDED APP PERIOD</b>	Dec. 11-Feb. 10	Feb. 11-May 10

**HOW DO I APPLY?:** All study away applications start at this site: <http://augustana.studioabroad.com>.

1. **Click on the PROGRAMS link** in the upper right to find programs. You can enter the city, nation or name into the search feature, view the full list of programs to find yours, or locate your program on the interactive world map. **All programs for 2019-2020 will be highlighted with a gold star.** Be sure to select the correct program.

*If you are applying for a semester program that is not part of Augustana's "Endorsed" programs list, or not found in our Study Away Catalog, you should enroll in the program listed as "Non-Augustana Semester Program".*

*Students hoping to join a non-Augustana summer study or internship program should skip all steps on this document, apply directly to the provider of the program you hope to join. Once accepted to the program by the provider, you should then meet with the IOP Director to register that program and receive appropriate paperwork so that you can transfer coursework or credits to Augustana and apply for Augie Choice.*

2. Find your program and open its information page. If you are ready to apply, **click on "REGISTER NOW"**. You will be asked to select the term or semester you wish to join. Be sure to select the correct year and term.
3. *If this is your first time registering* in Studio Abroad, you will be asked a series of questions to create your account. You must answer all of them in order to apply for the program. New users will be sent an e-mail with log-in confirmation instructions. Follow the instructions to log-in and change to a permanent password. You will want to record the username and password somewhere safe but easy for you to recall as it is easy to forget which password you used for this account if you do not have it recorded.

4. *If you have used Studio Abroad before* (for a past program) you will be asked to log in with your full Augustana email address and the password you created when you first registered.
5. Once you have access with your password, you will need to go back to the “Programs” page to register for the specific program. Follow the same instructions as #1-2 above.
6. You now will be asked some basic background questions. Finish these and you will be taken to your new personal study abroad webpage.
7. Your personal account page should now have a link to the program. Click on the name of the program to arrive at the program application pages. On the program page you will have access to all the required application documents. You will need to make the required deposit (see below) and complete all of the items on this page in order for your application to be complete.
8. **Required documents** are the “Applicant Info & Emergency Contact” questionnaire, an upload of an unofficial transcript scan, and the “Permission to Share” signature document. Both of these forms are required as part of your application. Students applying to a Non-Augustana semester program will have an additional form to complete in order to provide the International Programs Office with basic program information.
9. When you have completed all the required documents on this page, simply click on “Submit Application”. The International Office will then process the application.

**DEPOSITS & FEES:** All applications must be accompanied by a paid application fee. This fee can be paid online by credit card at <https://www.augustana.edu/study-away-deposit>, or by check or cash at the Business Office in Sorensen Hall. All checks should be made out to “Augustana College” and have “Study Away Application” on the memo line.

**PRIMARY APP PERIOD:** Students pay only the nonrefundable \$100 Application Fee at this time. There will be an additional \$200 deposit for the program, paid only after a student has been accepted into the program by Augustana College.

**EXTENDED APP PERIOD:** Students pay both the nonrefundable \$100 Application Fee and the \$200 deposit at this time. This can be done with a single \$300 check or by marking both the App Fee and Deposit boxes at the website listed above. If a student’s application is denied, the student will receive the \$200 deposit as a refund.

Only students who have completed an online application and who have turned in the required application fee and/or deposit will be eligible for program selection. Both deposits and submitted applications must be complete by the Primary App Deadline in order for an application to be considered as complete within that period.

**HOW WILL I KNOW I HAVE BEEN ACCEPTED?:** All students will receive an acceptance letter from the International Programs Office to inform them of their acceptance and to provide them with information on next steps. Your Studio Abroad Account will also update, moving you from an application phase into a pre-departure phase.

**PRIMARY APP PERIOD:** Notification is only after the App Period Deadline ( December 10 or February 10). This is not a first-come-first-served application. No acceptance notifications will be sent until the deadline has passed.

**EXTENDED APP PERIOD:** Is a first-come-first-served status and students will be notified of their acceptance as soon as the submitted application documents and deposit have been reviewed.

**VITAL INFO FOR SEMESTER PROGRAMS:** All students accepted by Augustana for participation in an endorsed semester program must then apply to the program sponsor. Augustana will notify the sponsor of our acceptance of your application, but **acceptance by Augustana DOES NOT GUARANTEE that you will be accepted by the partner or sponsor.**

Some programs may close or student failure to complete all application requirements for a program may lead the sponsor to deny the application. It is essential that once a student is accepted for a semester program by Augustana that they complete the application to the partner/sponsor in a timely and complete fashion to ensure their acceptance into the program they have chosen.

#### **WHAT DO I DO AFTER I AM ACCEPTED?:**

Your program acceptance letter will provide “next steps” for you. Some possible next steps will be:

1. Turning in the \$200 deposit to confirm your placement, if not done with you application fee.
2. For semester programs a second application, with the program sponsor, will be necessary. One of the key documents you will need to provide Augustana is a copy of your acceptance letter from the program sponsor.
3. Summer and Fall programs will have mandatory Orientation Meetings during the Spring Trimester. When you receive the dates and times for these meetings, you should mark them on your calendar.
4. Once your application is accepted, your Studio Abroad account will roll you over from “Pre-Decision” (Applicant) to “Pre-Departure” (Accepted to program). You will see many more items to complete on these pages. Try to complete all items marked “Required” as soon as possible.



## Applying for Augie Choice Funds to use on Study Away

### WHO SHOULD APPLY USING THESE INSTRUCTIONS:

Anyone who is planning to use Augie Choice to fund a study away program, including internship away programs that are included in the Augustana Study Away Catalog or are arranged through a provider listed in the catalog. This includes all J-Term, Semester and Summer programs found in the catalog.

### WHEN SHOULD I APPLY?:

Augie Choice applications are due no later than 60 days before departure. If you wish, you can wait until you have been accepted to a study away program, but if you wish to apply for Augie Choice sooner, we only ask that you wait until you have completed the program application first so that you can add appropriate information about that program to your Augie Choice app. Applying early will not impact your ability to receive an Augie Choice grant and will not alter the schedule of payment of Augie Choice funds, typically 30 days prior to departure.

### HOW DO I APPLY?:

All study away applications start at the same site as your program application: <http://augustana.studioabroad.com>.

10. Click on the **PROGRAMS** link in the upper right to get to the program search page.
11. Change the category from “Outgoing” to “**Scholarship**”
12. Click “**Search**”. Augie Choice should be the only grant that appears on the page.
13. Click “**Augie Choice for Study Away**”
14. On the next page, click “**Register Now**”
15. Use the log-in credentials you created when you applied to the study away program to enter the system.
16. Once you have access with your password, you will need to go back to the “Programs” page to register for the specific program.
17. Select the appropriate term for your program.

### ATTENTION:

- J-Terms that include a required Fall course would be “Fall & January” programs.
- J-Terms that do not include a Fall course would be “January Term”
- J-Terms that pair a Spring course with summer travel would be “Spring & June”

18. Your personal account page should now have a link to the Augie Choice Application Page. You may also be taken directly to the Application Page.
19. **Required documents:** You must complete all 3 of the REQUIRED documents before you click “Submit Application”. **You will need info on your study away program for these forms.** These include the following:
  - **Augie Choice Application Form**
  - **Augie Choice Budget**
  - **Upload of Unofficial Transcript**
20. When you have completed all the required documents on this page, simply click on “**Submit Application**”. The International Office and Augie Choice Coordinator will then process the application.

**What happens after I submit my application:**

1. You should receive a notification on the webpage that your application has successfully been submitted. You should also receive an automated email with the same message. No other notification will be sent at this time.
2. You will later, often the term before your program, receive a notice that your Application has been accepted. This email should look like a change of your program status to “Accepted”.
3. About 60 days prior to your departure you will receive communication from the Financial Aid Office about the impact of Augie Choice on your financial aid. Normally this is minimal.
4. When you receive that notification you can then complete the next form on the Studio Abroad Site, a confirmation that you will accept the funds.
5. Only after you complete the confirmation assignment on Studio Abroad will the Business Office be made aware of your confirmed grant and process the payment.
6. If you do not have any outstanding debts or payments to Augustana, your Augie Choice will be processed and payment or a check will be available about 30 days prior to departure.
7. If you do have outstanding payments due to Augustana, including program payments for the study away program, Augie Choice funds will not be released until those payments are complete.



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

Revised for 2019-2020 Academic year programs

An application fee of \$100 and a program deposit of \$200 is required for all applications, though due dates vary based on the application cycle. This document outlines policies for withdrawal from a program after acceptance and the policies pertaining to the refund of the initial program 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 you are accepted to a study away program.

1. Applications completed during the Primary App Period are required to include the \$100 application fee at the time of application. The \$200 program deposit is due upon acceptance into the chosen program. Applications during the Extended App Period must include both the fee payment and the program deposit at the time of application. Any student who withdraws their application prior to acceptance into the chosen program will be granted a refund of the \$200 deposit if made with the application. The \$100 application fee is nonrefundable.
2. A refund of the \$200 program deposit will be given to any student accepted into a program who then withdraws prior to the Refund Guarantee Deadline. See the accompanying chart below for the date of this deadline for each program type.
3. As of the Refund Guarantee Date, the college will begin to 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, except in the case of faculty-led J-Term (January or June programs), in which a refund of the \$200 program deposit and any subsequent payments will be granted to a student withdrawing after the Refund Guarantee Deadline if that student's position in the program roster is replaced by another student from the Alternate or Waitlist for the given program. This option is not available for summer or semester away programs.
4. After the Refund Guarantee Date, for semester and summer programs as well as any J-Term programs without an active Alternate or Waitlist, the withdrawing student will receive all monies paid by the withdrawing student minus the following:
  - a. The non-refundable application fee
  - b. Any non-refundable deposits made to program partner organizations, sponsors or travel providers.
  - c. Any "shared" or "fixed" costs on faculty-led programs. These costs are those program expenses which are shared equally by all student participants and are not billed to the program on a per-student basis. This includes the shared expenses of faculty travel and compensation, and any group-billed program components that are not specified as a per-student fee.
5. In the event that a student withdraws from the program after the Refund Guarantee Date and the nonrefundable charges are greater than the initial \$200 program deposit or any subsequent payments, the student will be billed for the total of nonrefundable charges and shared costs as outlined in section 4 above. Failure to make these payments following a program withdrawal 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.
6. There is no change to this policy as a program nears its departure date or as later payment dates pass, except that the charges deemed to be nonrefundable are likely to increase as a program nears its departure date.

7. Students who are removed from a program prior to departure by Augustana College due either to a change in their academic eligibility or in response 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 placed on probation or suspension due to honor code violations or who are deemed unfit to travel by the Dean of Students Office due to drug, alcohol, Title IX, or other disciplinary violations of the Code of Conduct.
8. Students who are forced to withdraw from a program prior to departure but after the Refund Guarantee Deadline due to a medical or mental health emergency or at the recommendation of a physician or mental health professional may obtain a full refund of all charges, minus the initial \$300 deposit, but are required to provide an affidavit or letter of endorsement from their physician or mental care professional, attesting to their professional recommendation that the student not travel. Failure to provide this statement of support for the withdrawal on medical or mental health grounds at the time of withdrawal will result in students being charged all nonrefundable and shared costs.
9. In the event that a student must end participation in the program due to medical or mental health concerns at some time during the program itself, 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".
10. Students who elect to terminate their participation in a program for reasons other than mental or physical health concerns, as well as those who are removed from a program for disciplinary reasons, will receive no refund of charged program expenses and will be charged any additional costs associated with their adjusted itinerary and early return to the United States.

**Program Application and Refund Guarantee Dates**

	<b>SUMMER, FALL SEMESTER &amp; FALL+J-TERM PROGRAMS</b>	<b>J-TERM, SPRING SEMESTER &amp; SPRING+JUNE PROGRAMS</b>
<b>PRIMARY APP PERIOD</b>	Sept-Dec. 10	Sept-Feb 10
<b>EXTENDED APP PERIOD</b>	Dec. 11-Feb. 10	Feb. 11-May 10
<b>REFUND GUARANTEE DATE</b>	April 1	August 1

**Program Withdrawal Procedures:**

If a student chooses to withdraw from this program, they must send an e-mail message to the Director of International and Off-Campus Programs (IOP) at [internationalprograms@augustana.edu](mailto:internationalprograms@augustana.edu) . A copy of this withdrawal notification should be provided to the faculty director of the program in those cases when the program is a faculty-led January, June or Summer program. The withdrawal date will be considered the date when this e-mail withdrawal request is mailed. Upon receipt of the withdrawal notice, the Director of IOP will contact the Business Office to authorize the appropriate refund.