

Academic Year Study Abroad Procedures Form For Financial Aid Recipients

Study abroad can be an excellent way to enhance your academic experience while at Duke University. Because we feel strongly that all students should have access to this type of opportunity, financial aid is offered to help defray the costs of such a program.

We do, however, find it necessary to work within the guidelines of University policy and federal regulations when allocating financial aid for use in programs abroad. With this in mind, we have set up specific guidelines to be followed in order to achieve this goal.

Please make sure that all requirements are fulfilled. If these requirements are not completed, you will not receive an aid award. If you have any questions or concerns about our policies, please do not hesitate to contact your Financial Aid Counselor.

Non-Duke Programs (must be approved by the Study Abroad Office)

1. Please complete all parts of the reverse side of this form. This must be submitted to the Financial Aid Office at least four weeks prior to your departure.

2. Please provide published literature or otherwise official verification of the costs directly from the program sponsoring the study abroad program.

3. Students receiving federal work-study will have their work-study award for the study abroad term replaced with student loan assistance, unless the student has no remaining loan eligibility or informs his/her counselor that he/she wishes to retain the work-study as part of the study abroad aid.

4. If you are awarded loan funds, please contact the Student Loan Office to complete a promissory note prior to your departure.

“Duke In” Programs

1. Please complete Sections **A** and **C** on the reverse side of this form. This must be submitted to the Financial Aid Office at least four weeks prior to your departure.

2. Students receiving federal work-study will have their work-study award for the study abroad term replaced with student loan assistance, unless the student has no remaining loan eligibility or informs his/her counselor that he/she wishes to retain the work-study as part of the study abroad aid.

3. If you are awarded loan funds, please contact the Student Loan Office to complete a promissory note prior to your departure.

Standard budgets will be used for all participants in the Duke programs.

Certification: Duke Sponsored and Non Duke Sponsored Programs

I certify that I have read the above statements and that I will be a full-time student in a Study Abroad program. If, for any reason, I withdraw or reduce the number of courses that I am enrolled in, I will immediately notify (in writing) the Duke University Financial Aid Office.

Signature

Date

Printed name

Duke Student #

Please Note: All financial aid recipients **must** complete and return this form to
Office of Undergraduate Financial Aid
2122 Campus Drive
Durham, NC 27708

Duke University
Academic Year Study Abroad Budget Form

A. Program _____
Sponsored By (non-Duke only) _____
Program Start Date _____ **Program End Date** _____
Program Website (non-Duke only) _____

B. Tuition _____
Registration Fees _____
Study Abroad Fees _____
Room _____
Board _____
Books _____
Miscellaneous _____
Other (please list) _____

Total Costs _____

Explanations/Comments

C. Name (printed) _____ **E-Mail** _____
Duke Student # _____ (this is not your Duke Card #)
Date _____