

In order for us to calculate your financial aid eligibility, it is necessary to have the costs confirmed by your study away program. Please read the following instructions and information carefully.

1. Please print the accompanying “Study Away Budget Statement and Agreement” (**budget form**) and complete the student section; then, send the form to your program. Be sure your program returns it to our office as soon as possible. This form is required **not only to supply the costs needed for calculating financial aid eligibility, but also to provide the signature of a program official as required by federal regulations. It is required even if the only financial aid a student receives is in the form of student and/or parent loans.**
2. If the program away costs less than Colby, financial aid will be reduced accordingly. For higher-cost programs, the aid budget will be capped at Colby’s costs for the purpose of determining grant eligibility. Grant for the semester or year away cannot exceed the amount you would have received on campus for that same time period. The Off-Campus Study Fee charged by Colby for each semester away is considered part of the budget when determining your financial aid eligibility.
3. Student Financial Services must be notified of any aid from non-Colby sources, including the study away program.
4. Term-time earnings are considered part of the student contribution and will not be replaced with Colby Grant.
5. Plan for vacation expenses. Financial aid is only available to help with direct educational costs incurred while classes are in session.
6. Application fees, incidental expenses for passports, visas, immunizations, gym/club memberships, etc., are not covered by financial aid.
7. **Program fees are paid directly by the student/family to the host institution.** Financial aid funds will be released in September and February for the fall and spring semesters respectively. Aid funds that are not finalized as of that time will be disbursed when they become final. Students will receive an electronic form at their Colby e-mail address which must be completed prior to receiving the funds. Many institutions are agreeable to waiting for the student’s portion that will be covered by aid. However, it is up to the institution so we recommend that you discuss payment arrangements with them as early as possible in your planning process.
8. If we have received the “Study Away Budget Statement and Agreement” and aren’t using estimated costs, we can complete a “Financial Aid Deferral Form” which you can send to your program. This will list the anticipated aid and disbursement date.
9. Families who use the Tuition Payment Plan for paying Colby **cannot** do so while the student is attending one of these programs. You may check with the host institution to inquire as to what payment plans they might have available.
10. Students withdrawing from an approved program during the semester, or dropping below full-time status, must notify Colby immediately. They may be responsible for the refund of College and/or federal funds in accordance with College policy and federal refund regulations. Keep in mind that, in general, no student may receive more than eight semesters of aid from Colby.

Please contact Student Financial Services if you have any questions. You may reach us at 800-723-4033, 207-859-4132, or sfs@colby.edu.

STUDENT SECTION *(Please complete boxed-in area, then send to your program.)*

I understand I must apply for federal financial aid funds through Colby College. I will notify Colby's Student Financial Services Office if I receive any financial assistance from my program or any other sources. In addition, I will notify Student Financial Services immediately if I decide not to attend the program, withdraw from the program during my period of study, or drop below full-time status. Within 30 days of completing the study away term, I will also provide an official academic transcript to Colby's Registrar's Office.

Student Signature: _____ Colby ID #: _____

Printed Name: _____

Please check applicable semester(s): Fall 2024 Spring 2025 Anticipated Departure Date: _____

TO BE COMPLETED BY PROGRAM *(Please complete, sign, and return to Colby College.)*

PLEASE PRINT

Program and Country: _____ Dates: _____ to _____

Institution/Organization: _____ Contact Name: _____

Address: _____ Phone: _____

_____ Email: _____

Please list exact costs in **US Dollars** for the period of this student's attendance, if known. Otherwise, give the best estimate currently available.

	COST IN US DOLLARS	
Tuition	_____	If your program is providing any grant or scholarship funds to the student, please indicate the amount below: \$ _____
Required Fees	_____	
Room (basic, double occupancy)	_____	
Board (3 meals/day, 7 days/week)	_____	
Personal and Books* (max of \$850/semester)	_____	
Necessary Local Transportation	_____	<input type="checkbox"/> Group <input type="checkbox"/> On Own
Air Fare	_____	
TOTAL COST (US Dollars)	_____	Currency Exchange Rate (if applicable): _____
TOTAL COST (Foreign Currency)	_____	

**Colby allows \$850 Personal and Books for each approved semester of study away.*

The signature of an authorized representative of this program constitutes a consortium/contractual agreement for the purpose of determining US federal aid eligibility. The signature also confirms the program has not been denied participation, or if ever eligible, has not had its eligibility to participate in US federal student aid programs revoked or terminated, voluntarily or involuntarily, for any reason by any agency, guarantor, the U.S. Secretary of Education, or any other organization. The program will enroll the student as a non-degree visiting student. Colby College will be responsible for awarding all U.S. federal aid, maintaining records, and calculating the Return of Title IV funds when applicable. The program will notify Colby if it provides the student with any financial assistance, the student withdraws from the program, or drops below full-time enrollment status. Satisfactory completion of the program will be confirmed by an academic transcript. If the student is eligible for financial aid and all processing is complete, the funds are sent to the family in two disbursements, one each semester in September and February.

Signature of Program Director or Authorized Representative

Date

Printed Name of Program Director or Authorized Representative

RETURN TO: Student Financial Services
Colby College
4130 Mayflower Hill
Waterville, ME 04901-8841

Phone (207) 859-4132
Fax (207) 859-4122
Email sfs@colby.edu