

**If you plan to use any form of financial aid
(loans, grants, scholarships)
for study abroad, four steps are necessary:**

1. Complete or update your FAFSA for the academic year during which you plan to be abroad. *Pay attention to Financial Aid deadlines!*
2. Go to the Financial Aid Office in the JET building to meet with Lynn Rogers or another Financial Aid counselor. They will require a one-on-one meeting as well as the completion of two forms. Complete both forms and turn both in **to the Financial Aid Office** (*not* OIED) in the JET building.
3. Complete the Student Financial Aid Worksheet (downloadable with other semester/year application materials) and turn it in to OIED along with the required documentation.
4. Financial aid can only be used for programs that are officially affiliated with Appalachian. Students are responsible for inquiring at OIED about this requirement.

2008-2009 Study Abroad Student Budget Worksheet

*This completed form and accompanying documentation must be submitted to OIED by any student who intends to use any kind of financial aid (loans, grants, scholarships) from Appalachian. **Failure to submit this form and the required documentation will prevent you from receiving any financial aid or scholarships.** Please see the accompanying instruction sheet to complete this correctly.*

1. Student Name and Banner ID#	
2. Program Name/City & Country	
3. Semester & Year of Program:	
4. First day of class:	
5. Last day of class:	
6. Undergrad/Graduate Program:	
7. Credit Hours of Program and Course number(s)	
8. ASU Tuition and Fees Charged	
9. ASU Room and/or Board Charged	
10. Program Tuition/Fees	
11. Room: (Actual Cost if available)	
12. Cost of Food: (Actual Cost if available)	
13. OIED Admin Cost	
14. Program Application Fee	
15. Airfare: (Actual Cost if student has already purchased ticket)	
16. Ground Travel: (Actual Cost if available)	
17. Insurance:	
18. Books and Supplies (Actual Cost if available):	
19. Scholarship Available:	
20. Other: (Specify)	

I understand that I must inform the Financial Aid office if my budget changes (e.g. if I receive a scholarship or other funding after submitting this form).

Signature

Date

Instructions for completing the Study Abroad Student Budget Worksheet

If you intend to use any financial aid (loans, grants, scholarships, etc.) from ASU, you must accurately complete this form and attach the required documentation; items in **bold** must be attached to the worksheet. The worksheet is a writeable form; please complete it, print it, sign and date it, then turn it in to OIED along with all the required documentation. Here are step-by-step instructions.

1. Enter your name and banner ID# (not your social security number).
2. List the program (possibilities include ASU bilateral, UNCEP, ISEP, or the name of a private provider) with which you will study, then list the city and country.
3. List the semester (fall, spring, summer 1, summer 2) and the year that you will study abroad.
4. List the first day of class in the host country. If you are enrolling in an official program that runs prior to the semester (e.g. an intensive language program or a volunteer program), list the start date as the first official day of that program. You must also attach a copy (from a program brochure or printed from the website) **of the academic calendar** of the program you will attend.
5. List the last day of class and/or exams—whichever is later—in the host country. **NOTE: Do not book airline tickets until you are certain of the conclusion of your term(s) abroad; OIED does not proctor exams for study abroad returnees.**
6. Indicate whether you will receive graduate or undergraduate credit.
7. You may list “full-time” and “US 3800.” Note that you are *required* to be enrolled full-time while studying abroad in order to receive financial aid. While you are away, you will be enrolled in US 3800, a placeholder class that maintains your status as a full-time student at Appalachian. Our office will register you for US 3800 (students may not register themselves).
8. A) If you are participating in an exchange program, you will pay ASU tuition and fees. You can just enter “yes” on this line. B) If you are participating in a study abroad program enter “NA” here.
9. A) If you are participating in an exchange program, you may or may not pay for your room and/or food at ASU before departing, depending on your program. Enter either “room only: \$1850” or “room & food: \$3175” or “NA.” B) If you are participating in a study abroad program enter “NA” here.
10. A) If you are participating in an exchange program, enter “NA” here. B) If you are participating in an study abroad program, list the amount of tuition charged by that program and attach a brochure or printout from a website of **the tuition and/or fees** you will pay.
11. A) If you are participating in an exchange program and are paying for your room at ASU, enter “NA” here. B) If you are participating in an exchange or study abroad program and will pay for your room onsite, enter the amount here and attach a brochure or printout from a website the details **the cost of the room.**

12. A) If you are participating in an exchange program and are paying for your food at ASU, enter “NA” here. B) If you are participating in an exchange or study abroad program and will pay for your food onsite, enter the amount here and attach a brochure or printout from a website that details **the cost of the food**.
13. List the current OIED administrative cost of \$200 here.
14. If the program to which you are applying requires an application fee, list that amount here. If not, enter “NA.”
15. If you have already purchased an airline ticket, list the amount paid and include **a copy of the ticket or itinerary that shows the cost**. If you haven’t purchased the ticket, research online and enter “estimated cost: \$_____” (fill in the blank). See item #5 above regarding booking tickets.
16. List the estimated or actual amount of required ground travel. Note whether the amount is estimated or actual, and if it is actual, attach **documentation of the ground travel cost**.
17. Insurance is required. A) For most programs, you will purchase the NC Study Abroad insurance at the cost of \$1 per day; count the number of days in your program, add 2 days (for a travel day before and after), and enter that amount here. B) Some programs require that you pay for insurance specific to the program (ISEP, some private providers, etc.). Enter that amount here or indicate that insurance is included in the program costs. C) Some countries require that you purchase insurance on-site (e.g. Australia, Germany); list that amount here in addition to the \$4 per month NC insurance to cover medical evacuation and repatriation. Attach **a copy of the insurance policy** if you are not purchasing the NC Study Abroad insurance.
18. List the estimated or actual amount for books and supplies. Attach **documentation** if applicable.
19. List the name and amount of any ASU scholarship you currently receive or enter “NA.”
20. List any other expenses that have not been reported above (e.g. pre-session intensive language program or other required expenses).

NOTE: If you are studying abroad for two semesters, remember to double the figures as appropriate.