

Study Abroad Program Information

Name _____ Date _____
(Last, First, MI)

Local Phone _____ E-mail: _____@student.cia.edu

When will you go abroad: Fall Spring Summer 20____

What college/university will you attend:

College/university: _____

Please circle if you are using one of these program organizers: IFSA-Butler Arcadia U Antioch

Please provide a link that includes the course/program description(s) and other information pertinent to this experience:

Who is the US-based contact person for this program _____

Contact person's email _____ Phone _____

When do you expect to leave the US _____ Return to the US _____

Move-in date: _____ Classes begin: _____ Classes end: _____

Is this program/college approved to receive US federal Title IV funds?

____ No ____ Yes, Federal Title IV code: _____

How will payment of direct costs be made

____ College/Program will bill CIA and CIA will bill student (specifics on expense worksheet)

____ Student will pay CIA tuition and be able to use CIA scholarships, grants, Title IV funds

____ Student will pay all costs directly to program/college

Acknowledgements: Eligibility for Study Abroad, Conditions for Transfer Credit, and CIA Study Abroad Fee

Name _____

Date _____

(Last, First, MI)

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. You are eligible to study abroad once you have completed the first year of your major (sophomore) at CIA. The summers before and after and the two semesters of junior year are the preferred periods for you to go abroad. Check with your faculty to determine whether you should go in fall or spring, depending on your department's course offerings. You must have the approval of the head of your major department to be away during any part of your senior (BFA) year.
2. You must be in good academic and disciplinary standing. Students who do not have a cumulative 2.5 GPA, are on academic warning/probation, OR on disciplinary probation will not be permitted to study abroad. Your CIA student account must be cleared (zero balance) before you can go abroad.
3. To earn academic credit toward your degree, the program sponsor must be approved by CIA.
4. You must receive permission to study abroad from the head of your academic department before the end of the semester prior to your study abroad experience. You are expected to discuss your plans to study abroad in detail with that person. Your department head must approve the courses you plan to take and/or the work you intend to complete while you are abroad, including the specifications for any required portfolio(s) for credit review, before you leave as he/she will have the final say as to whether the courses/work satisfy degree requirements (major courses or electives). Being accepted into the program does not mean automatic approval by your faculty.
5. If you intend to satisfy Liberal Arts requirements with the course(s) you take, you must receive approval from that department before you register for the course or transfer of that credit will not be guaranteed. Academic credit will transfer if you earn the equivalent of a "C" or better grade.
6. Courses approved for transfer to CIA will appear on your transcript, and you will get a separate transcript from the sponsoring program or the college/university you attend. Grades earned will not be included in calculation of your CIA grade point average.
7. You must complete the "Study Abroad Credit Agreement Form" and return it to the Study Abroad office before the end of the semester before your overseas program begins.
8. You must request that an official transcript of courses taken and grades received be sent directly from the institution to CIA's Registrar's Office.
9. If you attend a semester-long study abroad program that is not through a CIA exchange partner (Strate Collège of Design, Anhalt University of Applied Sciences, Osaka U of the Arts) you will be assessed a \$1,000 maintenance of matriculation/processing fee, payable to CIA. This charge will appear on your CIA account and is entirely separate from tuition/fees paid to the sponsoring program. This charge does not apply to summer programs.
10. During your program, you will be subject to CIA's Code of Conduct (see the Student Handbook).

I certify that I have read and fully understand the ten items listed above.

Signature: _____ Date: _____

Study Abroad Credit Agreement

(Deadline: April 15 for Fall and Summer, October 15 for Spring)

Student: _____ Major: _____ Year: 3 4

The student has met with appropriate faculty and determined that he/she will take the following courses to fulfill the listed degree requirements while abroad:

CIA Course Equivalent and will satisfy (circle one):	Credits:	Title of Course to be Taken Abroad:
_____ Major Elective Academic	_____	_____
_____ Major Elective Academic	_____	_____
_____ Major Elective Academic	_____	_____
_____ Major Elective Academic	_____	_____
_____ Major Elective Academic	_____	_____

The student and department head have fully discussed the student's plan to study abroad and have come to the following agreement as to how credits will be awarded upon the student's return to CIA.

- Major Studio Credit will be awarded from the host institution's official transcript assuming that the student earns the equivalent of a "C" or better in each course completed. The Department will NOT require a credit by portfolio review.
- Major Studio Credit will be awarded upon successful completion of the Portfolio Review process; portfolio is due by _____
- Liberal arts credit will be awarded if the grade equivalent of "C" or better is earned for the course. Prior approval by the appropriate liberal arts faculty member is required.

The student and department head have also come to the following additional understanding(s) related to academic expectations while abroad (if applicable):

Student's signature _____ Date _____
Department head's signature _____ Date _____

****Note – If you are planning to take a course outside of your Major Department to satisfy an Open Studio Elective requirement you must also obtain the approval of the appropriate department head.**

**Do not separate the 5 pages of this packet.
You will eventually return pages 1, 2, and 3 to the Study Abroad Coordinator.**

Worksheet: Study Abroad Expenses

College or program: _____ Title IV Code: _____

Table A

Expense Category	Paid to Program	Paid to CIA	Total in US \$	Notes
Fixed Expenses:				
Application Fee				
Tuition				
Fees				
Acceptance deposit				
On-campus housing				
Off-campus housing				
Food				College meal plan: Y N
Activity fee				
Textbooks/Supplies				
Flight to/from US				
Medical insurance				
Visa fees				
TOTAL Cost of Attendance				
Variable Expenses:				
CIA Study Abroad fee		\$ 1000		If applicable
Prescription meds				
OTC medications				
Phone purchase/plan				
Entertainment				
Travel/property insur.				
Int'l Student ID Card			\$ 25	Purchase at Case
New US passport			\$ 135	If needed
TOTAL				
GRAND TOTAL				

Notes:

Costs may vary depending on fluctuations in currency exchange rates. Exchange rate: \$1 =
 Estimates provided by college/program are indicated by *

If program/college will bill some costs to you through CIA, you must be sure that you will have that amount available in your CIA student account, including any costs billed by CIA directly (e.g. CIA Study Abroad Fee). Payment will be made from your account when Title IV funds are disbursed in the third or fourth week of the semester.

BILLED TO CIA (if different currency)

Tuition _____
 Fees _____
 Housing _____
 Meal Plan _____

BILLED TO STUDENT

Tuition _____
 Fees _____
 Housing _____
 Meal Plan _____

Worksheet: Financial Resources

Table B

Note that there are no financial aid funds (other than the Clements Scholarship) for summer programs.

Type of Resource	Amount	Notes
<i>Loans</i>		
Perkins		
Sub Direct Loan		
Unsub Direct Loan		
PLUS		
Private Alternative		
<i>Scholarship(s) or Grants</i>		
CIA Clements Scholarship		
Other CIA Scholarship/Grant		
Schol from College/Program		
State-funded Schol/Grant		
Other Scholarship(s)		
<i>Other Sources</i>		
TOTAL EXTERNAL RESOURCES		

If you are using Title IV funds you're subject to the same requirements related to attendance and withdrawal dates for purposes of "earning" financial aid as those in effect if the courses were being taken at CIA. It's possible that withdrawal from a course overseas might result in repayment of some Title IV funds. The decision will be made by CIA's Financial Aid office.

Costs and Resources

Total program costs (from Table A): _____

Total external resources available (from Table B): _____

SURPLUS (refund check*) or DEFICIT (amount to be provided by student's personal funds): _____

*If there are funds available in your CIA account after all expenses have been paid, where should the refund check be sent?

Attention: _____
 Address: _____

Make copies of pages 4 and 5 for you, Financial Aid, and the Study Abroad Coordinator.