



McCulloch Center for Global Initiatives

CHECKLIST FOR PROCESSING FUNDS FOR STUDY ABROAD

- ❑ **Submit the [Study Abroad Decision Form](#)** to confirm your plans for study abroad. Deadline: **May 15** (for fall or full year), **November 15** (for spring).
- ❑ **Send the Consortium Agreement form to your program or university;** the completed form is due at Student Financial Services by **June 1** (for fall or full year), **December 1** (for spring). See list of programs in “Guidelines and Policies for Aid Transfer” to determine whether you need to do this or whether the McCulloch Center for Global Initiatives will do one for you automatically. If you are not sure, call x 2072. ***It is your responsibility to ensure that this form is submitted. If it is not received, Student Financial Services will assume you are not applying for aid to cover the cost of your program.***
- ❑ **Submit the Disbursement Form to Student Financial Services,** with all of the required information about the US bank account to which you want us to send your funds. Deadline: **June 1** (for fall or full year), **December 1** (for spring).
- ❑ **If you anticipate that you will need to access funds from your US bank while you are abroad, confirm with your bank the procedures for doing so** (ATM availability, local bank partners, etc.).
- ❑ **Before you leave campus, confirm with Student Financial Services that your financial aid file, including your reapplication, is complete.** (International students do not need to reapply for aid as their family contribution is fixed at the time of admission.)
- ❑ **Ensure that all current balances are paid in full with Student Financial Services so the full amount of your aid can be applied toward your costs for study away.**
- ❑ **When your aid is disbursed to your bank account, you must pay the program directly for all billed fees (unless you are participating in a program for which MHC prepares the consortium agreement and does the billing).** Any balance is intended to cover living expenses, books, and other non-billed expenses. If you are going on a full-year program that ordinarily expects full payment prior to the beginning of the year, you must contact the program directly to see if they will accept two payments instead; you may need to provide a copy of this handout and/or a printed copy of your award details from the Financial Aid & Budget tab of Financial Aid Online as verification. Contact Student Financial Services if your program requires a copy of your financial aid award on letterhead.
- ❑ **Plan carefully!** You may be receiving a substantial amount of money from the College. It is your responsibility to ensure that you cover program fees with those disbursements, and that you understand what portion of your aid needs to go to the program and what portion is for your non-billed expenses. Because you will receive a full semester’s aid at once, it is also important to budget your out-of-pocket expenses carefully to ensure that your funds will last for the full semester.
- ❑ **If you decide not to study away,** you must notify the McCulloch Center for Global Initiatives, in writing, of the change in your plans. **If you wish to change to a different program or change the length of your time abroad,** you must submit a written request to the McCulloch Center for Global Initiatives (students who have been awarded a Laurel Fellowship and who wish to change to a more expensive program than the one for which they were originally funded, or to extend a semester program to a year, are unlikely to be approved to make such a change, except with the understanding that they must cover the additional cost).