

## STUDY-AWAY PROCESS & COURSE APPROVAL:

### ISA, API, Audencia University and WASHINGTON CENTER

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#### STUDENT PROCEDURES

The following form must be completed in full with all approval signatures.

#### Ensure your eligibility

Before applying, confirm that you meet all requirements and eligibility criteria from Thomas College and the study-abroad provider (ISA, API, Audencia, Washington Center) in order to participate in study away.

You must have completed at least 30 college credits

You must be in good academic, disciplinary, and financial standing with Thomas College, with a GPA of at least 2.5 and no outstanding payments due to the college.

- Students may not study off campus while on probation or suspended from Thomas, for academic reasons or for breaches of any policies or ethical guidelines.

*Please note that additional requirements from specific program providers may apply. Students are encouraged to check the web sites for the program they are interested in for the most current information.*

#### Explore your options

For general information about how to get started and how to research possible courses of study, contact the Academic Affairs Office to set up an appointment.

The study away providers (ISA, API, Audencia, and the Washington Center) with which we have affiliation agreements have websites that will answer most of your questions. Students also need to contact the following providers to learn more about their specific programs:

International Studies Abroad	<a href="http://studiesabroad.com/">http://studiesabroad.com/</a>
Academic Programs International (API)	<a href="http://www.apistudyabroad.com">www.apistudyabroad.com</a>
Audencia University	<a href="http://www.audencia.com/">http://www.audencia.com/</a>
Washington Center for Internships	<a href="http://www.twc.edu/">http://www.twc.edu/</a>

#### Understand the financial impact

After you have selected a potential program, ***meet with the Student Financial Services office to discuss financial aid and your potential costs.***

### Secure course approval

Research possible courses on the website of the study-abroad provider of which you'll be applying and identify course options (Get approval for more courses in advance, in case you are unable to get into specific courses)

- Make sure that you choose courses that are at the appropriate grade level, are relevant to your program requirements, and do not duplicate courses already taken

Set up a meeting with the Registrar, and bring this form with course information to the meeting. Prior to the meeting, complete the "student information" section.

- Find descriptions of the courses and course objectives, and how many hours per week it meets.
- Discuss how the requested courses will fit into your Thomas program, and complete the "course approval" section with the registrar.

### Apply for the program

The online application process is easy and efficient, but if you need assistance, please set up an appointment with Academic Affairs.

### Upon being accepted

After you are accepted into a study-away program, it will be important to set up an appointment in Student Affairs to discuss logistical details of traveling overseas or out of state. Topics to discuss include:

- International health insurance
- Passports and visas
- Cell phone coverage
- Safety and emergency protocol
- Pre-departure checklist

### **STUDENT AGREEMENT**

After you are fully aware of how the study-away program works and the costs you are responsible for, read the "student agreement" and sign the form under that paragraph. Submit the completed form to the Registrar for approval once you have secured all signatures below.

*I have discussed my course selection with the registrar and have reviewed my financial obligations with a representative from the Student Financial Services Office. I accept my financial obligation to pay Thomas College the costs associated with the study-away program prior to departure, and any other costs required by the study-away provider. I understand it is my responsibility to secure all the necessary documents required (passport, visa) to travel to another country, as well as any requirements from the host school or the host country. I will also submit all required paperwork to Thomas College before the requested deadline dates. While studying at another institution of higher learning, I will follow their student policies and also understand I am bound by behavior standards and policies outlined in the Thomas College Student Handbook. I understand that it is my responsibility to ensure that an academic transcript is sent by my host school or provider to the Thomas College Registrar's Office. I understand that courses must be taken for a grade and that the grade must be equivalent to a C or higher in order to transfer for*

*degree credit. Quality points and grades earned do not transfer and count in the GPA calculation. After being accepted and before departure, I will meet with a representative of the Student Affairs Department to discuss student safety and emergency communications while I am overseas or away.*

**Student signature** \_\_\_\_\_

**STUDENT INFORMATION**

Name \_\_\_\_\_

Major/Year \_\_\_\_\_

Contact info while overseas/away: phone number and personal email  
\_\_\_\_\_  
\_\_\_\_\_

School you plan to attend / Location \_\_\_\_\_  
\_\_\_\_\_

Dates program begins & ends \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES**

Students must meet with the following individuals and receive signatures prior to the Registrar's transcript/course evaluation (see table on next page).

**Registrar** \_\_\_\_\_

**Student Financial Services** \_\_\_\_\_

**Student Affairs** \_\_\_\_\_

**Academic Dean** \_\_\_\_\_

**If Washington Center, Director of Career Services** \_\_\_\_\_

