

# Study Abroad Procedures Form For Financial Aid Recipients

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Study abroad can be an excellent way to enhance your academic experience while at Duke University. Because we feel strongly that all students should have access to this type of opportunity, financial aid is offered to help defray the costs of such a program.

We do, however, find it necessary to work within the guidelines of University policy and Federal regulations when allocating financial aid for use in programs abroad. With this in mind, we have set up specific guidelines to be followed in order to achieve this goal.

Please make sure that all requirements are fulfilled. If these requirements are not completed, you will not receive an aid award. If you have any questions or concerns about our policies, please do not hesitate to contact your Financial Aid Counselor.

## **Programs not Sponsored by Duke**

1. Please complete all parts of the reverse side of this form. This must be submitted to the Financial Aid Office at least four weeks prior to your departure.
2. Please provide published literature or otherwise official verification of the costs directly from the program sponsoring the study abroad program.
3. Students receiving Federal Work-Study will have their work-study award for the Study Abroad Term replaced with student loan assistance, unless the student has no remaining loan eligibility or informs his/her counselor that he/she wishes to retain the work study as part of the Study Abroad aid.
4. If you are awarded loan funds, please contact the Student Loan Office to submit a loan application and complete a promissory note prior to your departure.

## **Duke Sponsored Programs**

1. Please complete Sections **A** and **C** on the reverse side of this form.
2. Students receiving Federal Work-Study will have their work-study award for the Study Abroad Term replaced with student loan assistance, unless the student has no remaining loan eligibility or informs his/her counselor that he/she wishes to retain the work study as part of the Study Abroad aid.
3. If you are awarded loan funds, please contact the Student Loan Office to submit a loan application and complete a promissory note prior to your departure.

Standard budgets will be used for all participants in the Duke programs.

## **Certification: Duke Sponsored and Non Duke Sponsored Programs**

I certify that I have read the above statements and that I will be a full-time student in a Study Abroad program. If, for any reason, I withdraw or reduce the number of courses that I am enrolled in, I will immediately notify (in writing) the Duke University Financial Aid Office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Social Security Number

**Please Note:** All financial aid recipients **must** complete and return this form to  
Office of Undergraduate Financial Aid  
2122 Campus Drive  
Durham, NC 27708

Duke University  
Study Abroad Budget Form

**A. Program** \_\_\_\_\_

**Sponsored By** \_\_\_\_\_  
(if Non-Duke Program)

**Academic Term** \_\_\_\_\_

**B. Tuition** \_\_\_\_\_

**Registration Fees** \_\_\_\_\_

**Study Abroad Fees** \_\_\_\_\_

**Room** \_\_\_\_\_

**Board** \_\_\_\_\_

**Miscellaneous** \_\_\_\_\_

**Other** (please list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Costs** \_\_\_\_\_

**Explanations/Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Name** (printed) \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Date** \_\_\_\_\_