SALEM COLLEGE POLICY AND PROCEDURES
FOR FINANCIAL AID AND STUDY ABROAD PROGRAMS

Salem College supports study abroad programs as an important component in the educational process. To that end, Salem has joined with the following programs to offer study abroad opportunities:

- **AIFS**: American Institute for Foreign Study (Africa, Asia, Australia & New Zealand, Europe, South America, Multi-Country)
- **CEA**: Cultural Experiences Abroad (Africa, Asia, Australia & New Zealand, Europe, South America, Multi-Country)
- **CIS Abroad** (Africa, Asia, Australia, Central America, Europe, South America, Multi-Country)
- **Harlaxton College** (Grantham, England)
- **Hollins University** (Paris, France & London, England)
- **Meredith College** (Sansepolcro, Italy)
- **St. Peter's College Summer School at Magdalen College** (Oxford, England)

If a student wishes to participate in one of the approved programs, they must work with the Dean of Undergraduate Studies, who determines whether and how the credits will transfer to Salem, and with the Director of the Center for Global Leadership and Career Innovation, who determines whether the intended location can be approved for safety reasons.

Federal regulations allow schools to apply aid to study abroad programs affiliated with their schools. The above study abroad programs have entered into articulation agreements with Salem College and are, therefore, eligible. No further consortium agreement is needed since the student will receive grade credit at Salem for coursework completed through the above programs. Financial aid that can be applied to program costs are one semester’s worth of: Federal Pell Grants, Federal Direct Student Loans, Federal PLUS Loans, North Carolina Need Based Scholarship, the Lucy Hanes Chatham Scholarship (if applicable), and the Robert E. Elberson Scholarship (if applicable). Ivy May Hixson Scholarships may be awarded by the Dean of the College to help with travel costs but are not always available. No other types of Federal, state, or institutional aid are available for study abroad. The student is responsible for all other costs and may wish to apply for alternative loan funding. Students may seek private/alternative loans through the internet. *(for more information regarding the St. Peter's College Summer School at Magdalen College, see the end of the document)*

Charges for the above study abroad programs will be handled through the Salem College Business Office. The Business Office will post eligible charges to the student account and apply appropriate financial aid funds to the outstanding charges. The Business Office will make the appropriate arrangements for payment to be made to the above study abroad programs on the
student's behalf. Salem will bill the student for outstanding balances according to current school policy.

**POLICY FOR PROGRAMS UNAFFILIATED WITH SALEM COLLEGE**

Students must consult with the Dean of Undergraduate Studies to work out details for a study leave of absence to assure the appropriate credits will transfer back to Salem. Students are responsible for all charges in these cases. Once the Dean of Undergraduate Studies approves the unaffiliated study abroad program, the student must request a Consortium/Contractual Agreement from the Assistant Vice President for Financial Aid. Upon approval from Salem College and the unaffiliated study abroad program, the student will become eligible for one semester’s worth of: Federal Pell Grants, Federal Direct Student Loans, and Federal PLUS Loans. No other types of Federal, state, or institutional aid are available for unaffiliated study abroad programs.

The process for pursuing and approving a Consortium Contractual Agreement, described below, is time-consuming. Students are advised to begin the process well in advance of their intended travel. Please note that Step 11 below must be completed no less than ten days before the start of the student’s enrollment.

The procedures for requesting a Consortium/Contractual Agreement:

1. The student contacts the Director of the Center for Global Leadership and Career Innovation and the Dean of Undergraduate Studies regarding the unaffiliated study abroad program. The Dean of Undergraduate Studies determines if the appropriate credits will transfer back to Salem and whether the student should pursue a Contractual/Consortium Agreement, and the Director of the Center for Global Leadership and Career Innovation determines whether the location and program can be approved for safety reasons.
2. Upon approval, the student schedules an appointment with the Assistant Vice President for Financial Aid.
3. The student meets with the Assistant Vice President for Financial Aid to review the Contractual/Consortium Agreement and process. The College must have a valid FAFSA for the academic year that the student plans to study abroad.
4. The student completes the “Student Information,” and “Student Agrees To:” sections of the agreement.
5. The student meets with the Dean of Undergraduate Studies to complete the "Transfer Credit Pre-Approval" of the agreement. Upon approval, the Dean signs the section.
6. The student returns the agreement to the Assistant Vice President for Financial Aid and completes the "Anticipated Federal Aid," and “Salem Agrees To:” sections. The student then faxes/emails the form to the "Host" (unaffiliated) school.
7. Host school completes the “Enrollment Information,” and “Host Institution Agrees To:” sections of the agreement. The host school then faxes/emails the agreement back to Salem.

8. The Assistant Vice President reviews and, upon approval, signs the agreement. A copy of the executed Contractual/Consortium Agreement is faxed/ emailed to the "Host" school.

9. The Assistant Vice President for Financial Aid enters all applicable federal aid in PowerFaids.

10. The Assistant Vice President for Financial Aid provides copies of the executed agreements to the Dean of Undergraduate Studies and the Accounts Receivable Manager.

11. Host school MUST return the completed “Verification of Enrollment” section of the agreement to the Assistant Vice President for Financial Aid, via fax or email, no later than ten days before the start date of enrollment.

12. If enrollment is verified, the Assistant Vice President for Financial Aid will notify the Accounts Receivable Manager.

13. Salem will receive the federal funds within ten days of the start of the semester.

14. The Accounts Receivable Manager will disburse federal funds to the student.

15. The student is responsible for paying Host school.

Not all host schools are willing or able to enter into a Consortium/Contractual Agreement; if a host school does not, the student must find another way to pay for the program. The student should inquire at the host school's financial aid office as to what other forms and information may be needed.

**TRAVEL POLICY FOR CHATHAM SCHOLARS**

Salem College allows recipients of the Lucy Hanes Chatham Scholarship to use one semester's worth of their scholarship to study abroad while they attend Salem. The value of the semester amount cannot exceed Salem’s current tuition charges.

**TRAVEL POLICY FOR ELBERSON SCHOLARS**

The Robert E. Elberson Scholarship is for a semester of study abroad at Harlaxton College in Grantham, England. The scholarship will cover a semester’s worth of tuition, fees, room and board; however, it will not exceed the equivalent of Salem’s charges. Recipients must be full-time residents and must maintain a cumulative 3.0 G.P.A. in their academic studies.

**ST PETER’S COLLEGE SUMMER SCHOOL AT MAGDALEN COLLEGE (OXFORD ENGLAND)**

Those students attending the St. Peter's College Summer School at Magdalen College may have remaining eligibility for one semester’s worth of: Federal Pell Grant, Federal Direct Student Loans, and Federal PLUS Loans. No other types of Federal, state, or institutional aid
are available for this summer program. Students **MUST** complete the Summer Financial Aid Application to determine their eligibility for federal aid. If it is determined that the student does have remaining eligibility, they must also be enrolled at least half-time in the summer program to receive federal loans. Students are responsible for all other costs and may wish to apply for alternative loan funding. Private/alternative loans can be researched through the internet.

Please contact the Salem College Financial Aid Office at (336) 721-2808 if you have further questions about this policy. Questions regarding billing can be addressed to the Business Office at (336) 917-5473.