

Financial Aid Instructions

If you are going to use financial aid to pay for your CIS Abroad program, read this document carefully and follow these steps to ensure that your financial aid can be applied to your CIS Abroad invoice. For Additional Information on finances and to access the CIS Abroad Financial Aid Step-by-Step Guide, please visit, <https://www.cisabroad.com/finances/financial-aid/>.

Step 1: Understanding Financial Aid

Financial aid includes ALL aid that you can receive to study towards your degree: federal (loans and grants), state (loans and grants), institutional (loans, grants, and scholarships), and private (loans, grants and scholarships). Under federal law, all federal financial aid that you qualify for (loans and grants) can be used to study abroad if the program you are attending has been approved for credit by your home institution. With state or institutional financial aid, your home institution will decide if the aid can be used to study abroad. **NOTE: You do not need to complete this paperwork if you aren't using Financial Aid for study abroad.**

Step 2: Set up an appointment with your financial aid office before starting this paperwork, and have them assist you in filling out pages 2 and 3.

Step 3: Send in the Complete Packet to CIS Abroad.

Please note financial aid is only considered complete when all 3 pages have been completed and sent to CIS Abroad.

Your financial aid packet must be submitted by the Final Payment Deadline. Any balance that will not be covered by financial aid must be paid on or before the Final Payment Deadline. A complete packet includes:

- PROOF OF FINANCIAL AID (PAGE 2)
This form must be completed by your **financial aid office at your home institution**. This form will show the amount of aid to be applied to your CIS Abroad fees. Please do NOT send CIS Abroad a copy of your financial aid award letter. Financial aid award letters will NOT be accepted in lieu of the CIS Abroad Proof of Financial Aid form.
- FINANCIAL AID PLAN AND AGREEMENT (PAGE 3)
Please read and complete the Financial Aid Plan and Agreement form. This form is an explanation of how you are planning to pay your CIS Abroad fees with financial aid. If you have questions on how aid will be disbursed to you, please check with your financial aid advisor.
- REFUND POLICY AGREEMENT (PAGE 4)
This form explains the CIS Abroad refund policy and is your guarantee of paying your account balance if you decide to withdraw late from your program, or your financial aid disbursement amount changes or falls through during your abroad study program.

Important Information:

Deposits: The following amounts must be paid directly to CIS Abroad by the deadlines specified in your acceptance paperwork, regardless of your financial aid amount. Some programs may require one or more of the following deposits:

- \$90 **Application Deposit** (due with application)
- \$500 or \$1,000 **Program Deposits** (if applicable, due upon acceptance)
- \$500 or \$1,000 **Housing Deposit** (if applicable, due after acceptance)
- \$500 **Internship Deposit** (due up to 2 weeks after initial interview, Internship programs only)
- **Advance Payment:** If you are using financial aid, you are also required to make an advance payment on financial aid. See below for details

Advance Payment: All financial aid students must pay CIS Abroad **at least \$500** (in addition to the \$90 application deposit) toward the cost of the program by the Final Payment Deadline, regardless of the amount of financial aid awarded. Students may be required to pay a higher amount if their program requires additional deposits.

***Students are notified of all required deposits upon acceptance.**

Payment Deadlines: Payment deadlines vary by program. See your acceptance email for your specific Final Payment Deadline and other potential payment deadlines. **It is your responsibility to complete your documentation by the Final Payment Deadline. Failure to make adequate financial arrangements will be grounds for withdrawal.**

Paying Your Balance: If you are receiving financial aid, you must submit payment in the form of a check, credit card, or online e-check method by your financial aid deadline. **Please reference Page 4 for details regarding the CIS Abroad refund policy.**

Late Fees: Please note there is a \$25 fee for bounced checks. Invoices over 30 days are subject to an 18% yearly finance charge (1.5% monthly). Any outstanding balance might be forwarded to a collection agency for which you will be responsible to pay a 40% collection fee. Thereafter, any information disclosed to the credit bureaus will affect your credit report.

CIS Abroad PROOF OF FINANCIAL AID

**** This form must be completed by the Financial Aid Office at your home institution ****

Name of the Student: _____

CIS Abroad Program: _____

Term: _____ Year: _____

Name of Student's Home Institution: _____

Student's Home Institution ID Number: _____

This form notifies CIS Abroad of the financial aid amount to be received by the student. Please list any aids that will be available to this student for the semester they plan to study abroad. Subtract any processing fees that will be deducted from the disbursement(s). If the fees are not known at this time, please use an approximate figure. Do not list aid that cannot be applied to CIS Abroad fees (i.e. aid that must be paid directly to your institution, or aid that must stay within your institution's state).

Please specify type of Aid (loan, grant, scholarship)	Gross Amount of Aid	Approximate Disbursement Dates	Actual Amount of each disbursement (minus any processing)	Check will be made PAYABLE to**: (circle one)	Check will be SENT to: (circle one)
				Student / CIS Abroad	Student / CIS Abroad
				Student / CIS Abroad	Student / CIS Abroad
				Student / CIS Abroad	Student / CIS Abroad
				Student / CIS Abroad	Student / CIS Abroad

**** IMPORTANT:** If any aid is made payable to the student, please be sure to have it sent to them directly.

Total Amount of Actual Aid: \$ _____

Please indicate the status of final approval for financial aid. If final approval has NOT been granted, CIS Abroad cannot apply it to your account.

Final approval HAS been granted

Final approval HAS NOT been granted

**** Additional comments (if final approval HAS NOT been granted)**

Signature of Financial Aid / Lending Officer: _____

Printed Name and Title of Financial Aid Officer: _____

Date: _____ Email: _____

Telephone Number: _____ Fax: _____

Office Address: _____

FINANCIAL AID PLAN

***** This form is your plan for using financial aid to pay CIS Abroad. You must return it to CIS Abroad by the final payment deadline. *****

PLEASE CHECK THE APPROPRIATE BOX BELOW:

- I will pay CIS Abroad in full by the payment deadline and will take care of all financial matters on my own.** (This may apply to you if you are using financial aid that will be disbursed to you prior to the final payment deadline)
- My financial aid check(s) will be sent from my home institution directly to CIS Abroad at 3 Ferry Street, Studio 2W, Easthampton MA 01027.** The check(s) will be made payable to "CIS Abroad" and CIS Abroad may deposit the funds and credit them to my outstanding balance. **(This must be confirmed by your financial aid officer on the Proof of Financial Aid form)**
- My financial aid check(s) will be sent from my home institution directly to me.** The check(s) will be made payable to myself and I am responsible for paying CIS Abroad any outstanding balance on my own. **(This must be confirmed by your financial aid officer on the Proof of Financial Aid form)**
- I have granted Power of Attorney to my parent/guardian.** My parent/guardian will receive and deposit my check(s) and will in turn send a check to CIS Abroad for my outstanding balance within two weeks of disbursement of funds. (If you select this option your guardian must sign at the bottom of this page.)
Parent/Guardian Name: _____ Relationship to Student: _____
- Other:** If you have made arrangements to receive your funds other than what is described above, please attach a sheet providing explicit details of the arrangement.

FINANCIAL AID AGREEMENT

I, _____ (name), understand that I am to receive \$ _____ (amount) in financial aid and/or loans which will be used to pay my CIS Abroad fees. The funds will be disbursed on ____/____/____ (date). This money will be used to pay my CIS Abroad program fees. I have arranged for the financial aid office at my home institution to sign the CIS Abroad Proof of Financial Aid form. When my financial aid is processed and if it is sent directly to me, I agree to send the funds to CIS Abroad or to countersign the check immediately.

I certify that I will pay CIS Abroad the full remaining balance of my program fees within 3 weeks of disbursement of my financial aid. If not, I understand that I may be removed from the program and will not receive a refund. I also understand that my account might be transferred to a collection agency for which I will be responsible for paying the collection fees. Thereafter, any information disclosed to the credit bureaus will affect my credit report.

I certify that the above information is true and correct.

Student's Signature: _____ **Date:** _____

***Signature of Guardian:** _____ **Date:** _____

* (This is required only if your parent/guardian will be dealing with your financial aid disbursements)

REFUND POLICY AGREEMENT

Important Notice: The following policy and terms apply to all students, including those receiving Financial Aid before or after the start of the program. No exceptions are made unless part of the Special Circumstances listed below.

CIS Abroad makes financial commitments to overseas institutions and partners on your behalf in advance of the program start date, therefore refunds are made in accordance with the terms listed below.

1. Voluntary withdrawal from a program implies the following refund of fees paid:
 - **For the January and Spring 2021 terms, CIS Abroad has updated its Refund Policy.** Please review the policy [here](#).
 - **Withdrawing more than 60 days** prior to program start results in a refund of all fees paid less your \$200 application deposit, the \$500 internship deposit, or any additional program deposits paid, and any bank fees paid.
 - **Withdrawing between 30 and 60 days prior** to program start will result in a refund of all recoverable fees paid less your \$200 application deposit, the \$500 internship deposit, any additional program deposits paid, and bank fees paid.

Students receiving Financial Aid are still responsible for paying any non-refundable fees and fees that are not refunded by overseas partners. Please note that all voluntary withdrawals must be made in writing to CIS Abroad.

2. Special Circumstances:

- In the case of serious documented illness, all recoverable costs* will be refunded, less any program deposits. Any serious illness that causes a participant to withdraw must be documented by a licensed U.S. physician with notification sent to CIS Abroad.
- **Please note that the \$90 application deposit is nonrefundable.** CIS Abroad policy allows students to make a one-time change to their program or term before an additional application deposit is due.
- **If and when a program is suspended or cancelled for any reason, CIS Abroad will always recoup and refund you any recoverable* costs.** Whether due to your home university policy or if CIS Abroad must cancel a program for health and safety reasons, our team works hard to make sure you get back any funds that have not already been committed to your experience abroad. Your \$90 application deposit is non-refundable, as it goes toward making sure our staff are always there to help you – we love our team and we know you do, too! Please talk with your CIS Advisor about what we can do for you.

Note: Students who are using Financial Aid to pay for their program will be responsible for paying for any non-refundable fees and funds already committed on their behalf at the time of the medical withdraw.

3. No refund will be given in the case of expulsion from the host institution or deportation from the host country, or any other withdrawal that is a result of a participant’s breach of the CIS Abroad code of conduct.

Any outstanding balance left unpaid after withdrawal from a program might be forwarded to a collection agency for which the participant would be responsible to pay up to a 50% collection fee. Thereafter, any information disclosed to the credit bureaus will affect your credit report.

***What funds are recoverable?** Costs are incurred throughout the lifecycle of a study abroad experience – pre-departure, while on site and post-completion. Additionally, many of our partners require payments up front. While we work to create the most flexible terms we possibly can, each partner has their own refund policies. If the costs for your program upon withdrawal/cancellation have already been realized on resources that cannot be recovered, or if a partner’s refund policy does not allow for the return of the full pre-paid fee, we may be limited in our ability in what we can recover.

I have read in full and agree to the terms above.

Student’s Signature: _____ **Date:** _____

***Signature of Guardian:** _____ **Date:** _____

* (This is required only if your parent/guardian will be dealing with your financial aid disbursements)