

2016-2017
 Global Education Documentation Form

Student ID Number: _____ Email: _____

 Student's Full Name: _____
 (Please print clearly) Last First Middle

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> SCIS |
| <input type="checkbox"/> Graduate | <input type="checkbox"/> Bi-lateral Exchange/ISEP |
| <input type="checkbox"/> In-state | <input type="checkbox"/> Non-VT Program |
| <input type="checkbox"/> Out-of-state | <input type="checkbox"/> VT Faculty-led |

Name of Program: _____

Location: _____

School Abroad: _____

-
- I am currently receiving or plan to receive federal, state, or institutional financial aid

Term of Study: Fall Winter Spring Sum I Sum II

A meeting with a financial aid advisor is advised. Per federal regulations, aid cannot be disbursed prior to the beginning of the Virginia Tech semester in which you are traveling. **If you have program costs that are due before financial aid can be disbursed, you will be responsible for making arrangements to pay the up-front costs.**

I understand my responsibilities as a Global Education student.

 Student Signature (required)
 Electronic signature not allowed

 Date

(Global Education Office use only)

Global Education Office Certification

Please complete the sections below verifying the costs of the Global Education program for the student indicated above.

Term I	Semester /Yr	Term II	Semester/Yr
_____	Credits	_____	Credits
\$ _____	Room Cost	\$ _____	Room Cost
\$ _____	Board Cost	\$ _____	Board Cost
\$ _____	Personal Expenses	\$ _____	Personal Expenses
\$ _____	Tuition & Fees	\$ _____	Tuition & Fees
\$ _____	Additional Fees	\$ _____	Additional Fees
\$ _____	Textbooks	\$ _____	Textbooks
\$ _____	Airfare	\$ _____	Airfare
\$ _____	Program Fee (if any)	\$ _____	Program Fee (if any)
\$ _____	Total Term Cost	\$ _____	Total Term Cost

 Global Education Office Signature

 Date

(Please Note: Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.)

2016-2017 Global Education – Important Information

- Students choosing to participate in a Global Education program must provide documentation of their program costs. University Scholarships and Financial Aid (USFA) will adjust your cost of attendance (COA) to match the Global Education program costs. However, this COA adjustment **does not guarantee additional aid eligibility**.
- There is **no guarantee** that financial aid will cover your costs for the program.

Before you go:

- **File the 2016-2017 Free Application for Federal Student Aid (FAFSA)** available at www.fafsa.gov (VT school code -003754) – this application applies to Fall 2016/Spring 2017 programs as well as 2017 winter session and the 2017 summer terms
- **Complete the student portion of the Global Education Documentation Form** - return the form to the Global Education Office (OIREB Building, 526 Prices Fork Road, Room 131) for completion.
- **Submit a copy of your program acceptance to the Global Education Office** –required before any other forms can be processed
- **VT Global Education will provide the cost of your program to our office.** USFA will update your cost of attendance to match the cost of the program. This adjustment in your cost will likely not result in a change in your current financial aid.
- **Global Education must receive all program documentation by the dates below.** Failure to meet these deadlines will cause a delay in processing and financial aid award determination.

SEMESTER ABROAD	GLOBAL EDUCATION MUST RECEIVE ALL DOCUMENTS BY:
Fall Semester	June 1 st
Winter Session	November 1 st
Spring Semester	November 1 st
Summer Term (s)	March 1 st

- If you have program costs that are **due before financial aid can be disbursed**, **you** will be responsible for making arrangements to pay the up-front costs.
- **VT-Direct, ISEP-Direct, and all non-VT programs** require a separate **consortium agreement** since they involve enrollment through another university or program. The VT Global Education Office handles these consortium agreements and any additional forms they require.
- **Not all financial aid may be used with consortium programs.** A financial aid advisor can determine if your particular type of aid can be used for your Global Education expenses.
- All requirements should be completed well in advance of the program departure date.

Once you have arrived:

- Per federal regulations, **financial aid cannot disburse** prior to the start of the Virginia Tech semester in which you are traveling.
- If you are attending **VT-Direct, ISEP-Direct, or non-VT programs** requiring a consortium agreement, an administrator from the host university must confirm your enrollment with the VT Global Education Office, who will in turn notify USFA. **Your financial aid will not disburse until you have reached your destination and officially begun classes.**
- **Set up direct deposit prior to departure.** This is the safest and most efficient way to receive your refund.

When you return:

- Transcripts from the host institution must be received and processed promptly. You will receive a **one semester grace period** in which you will be allowed to receive financial aid while your transcript is being sent from the host institution and evaluated by VT. No aid will be disbursed the second semester following your Global Education program until all transcripts are received and evaluated.