

Capital University views overseas study as an important element of a liberal arts education. In support of the overall educational mission of the institution, Capital University permits a portion of “Institutional Aid” (i.e. Capital University scholarships and departmental grants) to be used toward study abroad with the following provisions:

1. Institutional Aid can be applied only toward the tuition portion of a program’s price.
2. Institutional Aid can be applied only toward only one fall or one spring semester abroad.
3. The transcribing institution must be an accredited university or college.
4. The program cannot be in a country for which the U.S. State Department has a current travel warning (see www.travel.state.gov).
5. Students must meet the university requirements to participate in study abroad.

Federal and state regulations permit the use of federal and state funds for any program-related costs (i.e., not just tuition) in which the university awards college level credit.

In order to use financial aid for study abroad in the fall or spring, you must:

1. Enroll in a minimum of 12 semester hours each term; except the summer term. Credit earned cannot be “redundant” credit (the same course taken twice.) You must complete *Worksheet #3 – Study Abroad Course Approval Form* which will be kept on file in the Office of International Education. **Deadlines for Worksheet #3 are: The first Monday in November** for Spring term and the **first Monday in April** for Summer and Fall terms.
2. Research program costs to complete and submit *Worksheet #4 – Study Abroad Budget Worksheet* along with copies of program costs from the sponsoring institution, to an advisor in the Financial Aid Office. You should schedule a meeting with a financial aid advisor to go over budget material. The financial aid advisor will sign *Worksheet #3*.
3. Submit, or instruct the Program Sponsor to submit, any bills or invoices for the program to the Director of Student Accounts in Capital’s Finance Office.
4. Instruct lenders to submit all student loan checks to Capital electronically, if possible. Otherwise, grant power of attorney to a trusted person who can easily visit Capital and indorse paper loan checks while you are abroad.
5. Be prepared to cover some program costs before financial aid is available (e.g., deposits, visa fees, passport fees, airline tickets, etc.)
6. Instruct the program or institution to send a final transcript to the Capital University Registrar upon completion of the overseas program.

Contact Information:

Office of Int’l Education
Jennifer Adams
Director, Int’l Education
125 Student Union
tel: 614-236-6170
fax: 614-236-6290
jadams@capital.edu

Financial Aid Office
Teresa Chappelle
Financial Aid Counselor
13 Yochum Hall
tel: 614-236-6511
fax: 614-236-6926
tchappel@capital.edu

Finance Office
Jeff Cisco
Director, Student Accounts
103 Yochum Hall
tel: 614-236-6123
fax: 614-236-6820
jcisco@capital.edu

Office of the Registrar
Cindy Lah
Asst. Registrar
130 Yochum
tel: 614-236-6742
fax: 614-236-6820
clah@capital.edu

Student Affairs
Kim Black
Senior, Adm.
Tel: 614-236-6611
1st Floor, Student Union
kblack2@capital.edu

Institutional Aid toward Study Abroad Maximum Allowance — Non-Capital Programs

Capital University established \$3,340 as the maximum amount of institutional aid (university and departmental scholarships and grants) which may be applied to the tuition portion of non-Capital run program costs.

Students who have tuition exchange through their parent's university, or their parents are Capital employees and they are using tuition remission at Capital, may not use this benefit for a study abroad program.

Capital-run programs, such as the Music Program in Hungary, Overseas Practice Teaching through the Foundation for International Education, and the Capital University exchange programs in Scotland, Sweden, and Germany, are unaffected by these limits and the full amount of institutional aid continues to apply as if the student were registered on the Bexley campus.