



Handbook for Off-Campus Study

International Center – Institute for Global Citizenship

Revised August 2011

Handbook for Off-Campus Study

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I. INTRODUCTION

This Handbook describes the policies and procedures that govern students who pursue off-campus study.

II. MISSION STATEMENT ON OFF-CAMPUS STUDY

We seek for our students to find both intellectual attainment and cultural engagement in off-campus study; for these to form an enduring part of their liberal arts education; and for their off-campus experiences to serve the core values of Macalester College – scholarship, internationalism, multiculturalism, and service to society.

III. ELIGIBILITY

A. GENERAL ELIGIBILITY

To be eligible for off-campus study a student must:

- Not be on academic or disciplinary probation during the semester immediately preceding the semester he or she plans to study off-campus. A student may, therefore, submit an off-campus study proposal while on probation, but any approval would be subject to the condition of getting off probation during the next semester. Likewise, a student who is approved for off-campus study who falls into probation during an intervening semester will have approval revoked.

Please note also that in extraordinary cases of poor academic performance or violation of college rules that occur or come to light after a student has been approved for off-campus study, the Academic Programs Office and the Student Affairs Office have the authority to forbid an otherwise approved participation.

- Declare a major by the off-campus study proposal deadline date (one exception: first-year students applying for off-campus study as sophomores need not have declared a major). Students with an Individually Designed Interdepartmental Major (IDIM) that is not already formally declared and approved must submit the full IDIM plan with their off-campus study proposal; in such a case the Study Away Review Committee (SARC) may condition its approval on the approval of the IDIM plan by the IDIM Committee.
- Be current in his or her Macalester Student Account.
- Participate in a Macalester pre-departure orientation program.

First year students and transfer students who enter as juniors may not participate in off-campus programs (except January, summer, and special Macalester-organized programs).

If a student takes a leave of absence from Macalester to study abroad independently, the student cannot receive Macalester credit or financial aid for the experience.

B. SPECIAL ELIGIBILITY

Nonimmigrant Visa and Asylee Status Students (F-1 and J-1)

For international students in the above two categories, Macalester financial aid cannot be applied to off-campus study costs, domestic or overseas, unless study abroad is required for a formally

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declared major, or the student has been approved to study on the Macalester Perspectives on Globalization Program. (Students who have permanent residence status or dual U.S. and other citizenship are eligible for Macalester aid when studying off campus.) In some cases international students may be eligible for merit scholarships from the program provider.

Majors at Macalester that require study abroad are: Anthropology, Asian Studies, Biology With Additional Emphasis on International Issues, Chinese, Classics, French, German, Hispanic Studies, International Studies, Japanese, Latin American Studies, and Russian Studies.

Note: Study at Macalester fulfills the study abroad requirement for international students majoring in International Studies. As a consequence, international students may not apply financial aid to study abroad for that major.

Dependent Tuition Assistance Program (DTAP)

ACM TREP and ACTC DTAP benefits are not applicable toward off-campus study costs, unless the program selected is administered by Macalester. Students who normally receive these benefits for on-campus study will be charged the actual off-campus program tuition rather than Macalester tuition. DTAP and TREP recipients also have the option of applying for need-based financial aid for the semester of off-campus study. DTAP or TREP recipients who wish to apply for need-based financial aid for off-campus study should contact the Financial Aid Office directly for detailed instructions.

IV. GUIDELINES FOR SEMESTER OR YEAR-LONG STUDY

Generally speaking, Macalester approves participation in one off-campus study program of a single semester in duration. This is to allow a greater number of students the opportunity to pursue off-campus study; one student pursuing study abroad for the entire academic year replaces the opportunity two students may have for a single semester.

Only in exceptional cases will students be considered for an academic year abroad, and in these cases only on special Macalester programs, selected all-year reciprocal exchange programs, or where a full year of study is essential to the student's educational program. Please refer to the evaluation criteria for the Off-Campus Study Proposal on page 7 of this Handbook. Off-campus study proposals for more than one semester on more than one program will not be entertained.

Proposals for year-long off-campus study must show clear evidence that:

- A full year is essential to the completion of the student's primary academic goals and/or Macalester liberal arts course of study;
- Coursework would include classes at a well-regarded institution recognized for its particular strengths in the student's area(s) of focus;
- The student is well prepared academically, culturally, and (if applicable) linguistically for the proposed program.

Such proposals must also include a description of the student's preferred one-semester option. If students do not make a compelling case for full-year study, they may be approved instead for a single semester.

No student approved for one semester of off-campus study will be permitted to extend that term.

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Please note that additional language proficiency or cultural awareness gained by spending a full year off-campus, rather than a single semester, will not by itself be sufficient to support year-long study. In many cases, a student's desire for longer immersion in the culture and language may be met by participating in a summer or January program before or after a semester of study abroad.

V. OFF-CAMPUS STUDY PROGRAMS

A. PERMISSIBLE PROGRAMS AND LOCATIONS

Not all study abroad and domestic off-campus study programs meet Macalester standards for credit. Generally speaking, Macalester approves participation only in programs that:

- Are offered by a U.S. or foreign accredited, degree-granting institution of higher education;
- Issue transcripts through a U.S. or foreign accredited degree-granting institution, or have a special credit-granting relationship with Macalester (e.g. ACTC, ACM, CIEE, DIS, HECUA and IES).

Where a student proposes to study at a foreign university and that university is available by direct enrollment or through a study abroad provider, in most cases the student must choose direct enrollment. Where the college has long experience with the university, such as the University of Edinburgh or the University of Otago, direct enrollment is the only option. Where Macalester has little or no recent experience with the university, or where safety, health, or security concerns may justify the use of a provider, SARC will evaluate proposals on a case-by-case basis.

Macalester College does not allow students to study abroad in countries or areas within countries that are under a State Department Travel Warning.

No proposal for a program whose calendar presents an irresolvable conflict with Macalester's academic calendar will be approved.

B. MANDATORY ADVISING

All students who desire to study off-campus, starting with the 2011-12 academic year, must meet with a study abroad advisor before submitting a proposal. In the case, however, of a student who enrolls in a program coordinated by a Macalester academic department, such as the Macalester German program, meeting with a faculty member of the department responsible for the program satisfies this requirement.

The central goals of the off-campus study advising system are:

- To help students focus their intellectual and cultural interests so that they dovetail with Macalester's goals for off-campus study;
- To provide students with the tools for comparing different program options on the basis of academic content and structure, cultural immersion, and cost; and
- To provide students with concrete suggestions for program search from the standpoint both of program quality and of educational "fit".

C. RECOMMENDED PROGRAMS

Macalester maintains a Recommended List of off-campus study programs that is meant to provide guidance to students as they search for appropriate programs. These are programs and universities that meet a combination of the criteria listed in Section VI (C) below. In general they

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are among the best available programs academically, meet particular needs of Macalester students, are run by organizations with which Macalester has long experience, and adhere to appropriate standards of health and safety.

The Recommended List was created in 1987 and has been reviewed and revised many times since then by IC staff. Beginning in the fall of 2011 SARC will conduct annual formal reviews of programs for adding, removing, or confirming on the List. Judgment criteria will include factors listed in VI (C) below plus student and faculty evaluations, cost patterns of use, and the existence of alternative programs. The current list of Recommended Programs may be found on the International Center web site.

Please note, however, that proposing a program on the Recommended List does not ensure approval by SARC.

There are many excellent programs and universities NOT on the Recommended List. It is not practical or useful for the List to include all worthy programs. Nor does the absence of a program or university from the Recommended List necessarily imply a negative judgment. Students may propose to study in programs not on the Recommended List.

A student who proposes a program not on Macalester's Recommended List must submit the Non-Recommended Program Essay (Essay C). This essay must show clear evidence that:

1. The proposed program includes accredited coursework at a well-regarded institution or well-established field-based program that is recognized for its particular strengths in the student's area of focus;
2. The student is well prepared academically, culturally, and (if applicable) linguistically for the proposed program;
3. The proposed program differs in substantial academic ways from similar programs on the recommended list; and
4. The program offers adequate on-site orientation, administrative and financial oversight, well-arranged student housing, and adherence to best practices regarding student health and safety.

D. LANGUAGE STUDY

When studying in non-Anglophone societies, if the student has not completed the equivalent of two years of college-level study in the language of that country or region, Macalester strongly recommends that the student register for at least one course of language study per semester. Such study cannot be redundant with previous language coursework unless special arrangements are made with the Macalester Registrar and the appropriate language department prior to departure.

VI. OFF-CAMPUS STUDY PROPOSAL AND REVIEW

A. PROPOSAL SUBMISSION AND DEADLINE

Students must complete an "Off Campus Study Proposal" and submit the original and two copies of it to the International Center no later than 4:30 p.m. of the date of the announced deadline.

Effective for off-campus study in the 2011-12 academic year, there is a single annual deadline for submission of proposals, in early to mid-March.

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The proposal consists of a Major(s) Coursework Approval Form signed by the appropriate Department Chair(s), an Academic Advisor's signature, and an Educational Goals Essay. Additional essays are required for students applying for academic year study, independent projects or internships, and those proposing a program not on Macalester's list of recommended programs. Proposal forms are available from the International Center website, and students are urged to review these with the International Center Director or Study Abroad Advisor well in advance of submitting the proposal.

Students may list ONE appropriate program in the Off-Campus Study Proposal form submitted to SARC. (PLEASE NOTE that students may apply for admission to more than one program, and this may be wise for programs that are competitive or fill early, but the formal Proposal to SARC must specify just one.)

B. PROPOSAL REVIEW

The Study Away Review Committee (SARC) is composed of three voting members: the Associate Dean of the Faculty, the Registrar, and a member of the Educational Policy and Governance Committee (EPAG). The Director of the International Center or his/her designee chairs SARC meetings. SARC reviews the academic merit of the proposals on behalf of EPAG. Assuming the student meets all eligibility requirements, SARC evaluates the proposal according to the Evaluation Criteria presented below and provides a written response to the proposal, usually within 30 days.

Approval by SARC means that the student may earn Macalester credit for successfully completed coursework from the off-campus study program and may apply towards program costs any financial aid he or she is eligible to receive.

C. EVALUATION CRITERIA FOR THE OFF-CAMPUS STUDY PROPOSAL

1. The student meets all Macalester eligibility requirements for off-campus study.
2. The student's record shows evidence of college-level preparation and academic achievement (e.g. GPA, relevant coursework) appropriate to the proposed program.
3. The proposed course of study is a relevant extension of – not a hiatus from -- the student's on-campus curriculum, particularly within a declared major.
4. The proposed program or university is accredited or otherwise approved for credit by the Macalester Registrar.
5. The proposed program offers students an active cross-cultural experience and specific instruction (i.e., not just general exposure) that extends cross-cultural or international perspectives, promotes greater appreciation and tolerance of difference, and inspires self-confidence.
6. The proposed program offers significant opportunities to:
 - Apply specific disciplinary skills to another context;
 - Develop discipline-specific skills of an international or cross-cultural nature;
 - Apply or expand other kinds of on-campus learning in an international context;
 - Meet or satisfy other Macalester distribution requirements with an international perspective;
 - Engage in reflective learning and intellectual inquiry in understanding the world community and leading to global citizenship;
 - Experience intellectual engagement through primary research, internship, service-learning and/or hands-on field study.

- Advance discipline-specific knowledge through the use of a foreign language, and to learn or extend the foreign language itself.
 - Engage in a balance of activities appropriate to the overall goals of the program and to the student's own academic goals.
 - Make use of the resources of the area to a significant degree, in the curriculum.
7. The student's previous international experience, if any.

When considering applications for off-campus programs, the Study Away Review Committee will take into serious consideration the judgment of an academic department or interdisciplinary program of whether the program demonstrates advancement in the student's academic trajectory.

D. ENROLLMENT LIMITS AND SEMESTER BALANCE

Enrollment Limits

There are annual limits to off-campus study enrollments. In academic years when the number of qualified proposals exceeds those limits, students who meet the evaluation criteria outlined previously will be ranked for acceptance based on the following hierarchy:

1. Proposals by rising Seniors:
 - a. Required by their declared major to study abroad;
 - b. Participating in a study-abroad program in partial fulfillment of a minor or concentration;
 - c. Not required to study abroad.
2. Proposals by rising Juniors required by their declared major to study abroad.
3. Proposals by rising Sophomores participating in Macalester's own program when such participation allows the program to be conducted by meeting minimum enrollment requirements.
4. Proposals by rising Juniors:
 - a. Participating in a study-abroad program in partial fulfillment of a minor or concentration;
 - b. Not required to study abroad.
5. Proposals by rising Sophomores:
 - a. Participating in Macalester's own programs;
 - b. Required by their declared major to study abroad;
 - c. Participating in a study abroad program in partial fulfillment of a minor or concentration;
 - d. Not required to study abroad.

Application of these criteria may mean that some proposals will be denied.

Semester Balance

Macalester needs to effect a rough balance between the numbers of students off-campus in fall and spring semesters. Accordingly, every student will be asked in the Proposal form to express a semester preference. This preference will not be binding on the college.

The International Center, in consultation with SARC, will sort the approved proposals by semester preference. If they are impermissibly unequal it will correct the inequality by:

1. Seeking volunteers to change semester preference;
2. Assigning to one semester or the other those proposals where semester preference can be disregarded with the least apparent harm to the student's academic program and goals.

Where the college assigns a semester contrary to the student's preference, the assignment is final.

A student may not defer participation in order to control semester choice.

E. APPEALS

Appeals are governed by Section 7(A)(3) of the Macalester College Employee Handbook, which may be found at the Employment Services web site.

VII. APPLICATION AND ACCEPTANCE TO OFF-CAMPUS STUDY PROGRAM

With a few exceptions (specifically, Macalester's own programs and DIS), SARC does not determine admission to the off-campus programs themselves. Admissions decisions usually rest with the program sponsor or foreign university.

Thus, even though Macalester may endorse the student's proposed participation, it cannot guarantee admission to a program. It is the student's responsibility to submit his or her application to the program sponsor on time. The student need not and should not wait for SARC's decision before applying to a program.

Students should be aware that the level of competition varies greatly among programs. Furthermore, some programs work on a rolling-admission basis, which can mean that they will fill well in advance of the program's application deadline. It is to the student's advantage to contact the program sponsor as early as possible to determine his or her competitiveness as an applicant and to decide on an appropriate application strategy.

Students must complete their Macalester Off-Campus Study Proposal for a single program. However, if that program is competitive or has limited enrollment, students are advised to apply to both their first and second choice programs, but to complete the Macalester Proposal for their first-choice program. If approved by Macalester for off-campus study, but denied acceptance from the first-choice program, the student may participate in the second-choice program by working with the International Center Director or Study Abroad Advisor.

A program sponsor will occasionally ask the student to accept an offer of admission before SARC has completed its evaluation of the student's Off-Campus Study Proposal. Should this situation arise, International Center staff can contact the sponsor to try to make alternate arrangements. This is usually sufficient to hold the student's place until SARC reaches a decision regarding their proposal. A student who places a nonrefundable deposit or makes nonrefundable travel arrangements does so at his or her own risk.

VIII. APPROVED STUDENTS

A. PROGRAM FIT

In granting its approval for participation in a particular program, Macalester warrants that to the best of its judgment, the program is an appropriate curricular option and is worthy of Macalester credit. Except for those programs it organizes and runs, however, Macalester does not directly control how off-campus study programs operate. The International Center will provide advice and guidance on recommended programs, but the ultimate responsibility for the "proper fit" of the program and a successful learning experience rests with the student.

B. REGISTRATION AND COURSE LOAD

When SARC approves an Off-Campus Study Proposal, it approves the specific course of study outlined in that proposal. This means that once the student is abroad, he or she is expected to follow that course of study. If courses must be changed for valid reasons (e.g. scheduling conflicts or course availability issues), the student should contact the Registrar's Office, the International Center, and relevant department chairs to ensure that the new courses will be approved.

Students on semester programs must carry a full-time load of coursework (i.e. 12 to 18 semester hours) on their off-campus study program. Participation in an off-campus study program precludes simultaneous registration for Macalester coursework (e.g. independent study, internships, etc.). The off-campus study program or host university must report all credit earned.

Note: Course loads greater than 18 credits must have the prior approval of the Registrar and are subject to Macalester tuition charges in addition to your program costs. No more than 20 hours of credit may be earned in any semester-length off-campus program.

It is the student's responsibility when preparing the off-campus study proposal to determine the correct U.S. credit weight for each course. In many cases the Macalester four courses/sixteen credits model will not apply. Many courses abroad will be for three or five, sometimes even two or six credits. The Macalester Registrar is the final judge of the credit value of all off-campus coursework. Students should consult the Registrar and/or a Study Abroad Advisor with questions about credit granted for specific programs.

C. INDEPENDENT STUDY AND RESEARCH ABROAD

In order to ensure that research done abroad with human or animal subjects meets Macalester standards students planning to do research while studying off-campus are required to complete an online module covering ethical research methods. This will be done in the semester immediately preceding the semester the student plans to study off-campus.

If students plan to use their research done abroad upon return to Macalester, they must also have approval from an appropriate Institutional Review Board. Some study abroad organizations have IRBs that meet Macalester standards. If students participate in such a program, they should give a copy of the approval of their research plan to the International Center. If students study on a program that does not have a Macalester approved IRB, then they will need to go through Macalester's Study Abroad Institutional Review Board (SAIRB). Students should apply for approval after their study abroad program has begun but before they begin researching. More information on this process is available on the International Center's website.

D. EXAMINATIONS

A student enrolled at a foreign university must sit at the regularly scheduled times for all required examinations, including those given at the end of individual academic terms and, if the student is on an academic year program, any comprehensive exams that are given at the end of the academic year UNLESS he or she makes alternative arrangements acceptable to the university. Failure to do so will in most cases result in a failing grade.

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E. CREDITS AND GRADES

All coursework from a semester or academic year off-campus study program, including failed courses, will be reflected as Macalester credit on the student's Macalester transcript. All grades are factored into the student's Macalester grade point average.

The student is subject to the same pass/fail grading policies as on-campus students: one course per semester. The declaration of this grading option is usually made according to the rules of the off-campus study program or university. If the program has no provision for pass/fail grading, the student may declare it in writing or by e-mail directly to the Macalester Registrar (with copy to the International Center). Such intention must be declared within four weeks of the start of the program's or university's classes. Classes taken pass/fail may not be included in concentration plans without departmental approval.

Credit for non-Macalester January and summer programs are added to the student's Macalester transcript as transfer credit and grades are not factored into the Macalester cumulative grade point average.

F. APPLYING CREDITS TO DEGREE REQUIREMENTS

Credit earned through off-campus study meets general education requirements for graduation, but this does not guarantee that it may be applied towards distribution and/or departmental requirements. As part of the approval process, including that for January and summer programs, the student is required to consult with the appropriate academic offices to ascertain how off-campus study credit will apply towards his or her degree program.

It is the prerogative of each department or program at Macalester to determine whether to apply credit from off-campus study towards its requirements. Note: Not all coursework is necessarily approved in advance; departments can require evaluation of certain courses upon the student's return from the program. It is always a good idea for the student to return to Macalester with copies of the course syllabi, reading lists, papers, and exams from off-campus study.

G. CANCELLATION, WITHDRAWAL, DEFERRAL, AND CHANGE OF PLAN

Cancellation

A student who has been approved for off-campus study but decides to cancel before the program begins must submit the Change of Plan form (see below).

Withdrawal

A student who is enrolled in an off-campus study program but wishes to withdraw must submit the Change of Plan form to the International Center and promptly inform any affected program or university. There may be financial consequences.

Deferral

Students who have been approved for off-campus study by SARC may defer participation for compelling reasons, such as health, family circumstances, and the like. Deferral may not be used to manipulate the Semester Balance provisions of this Handbook. Deferral requires submission of the Change of Plan form.

Students who defer are responsible for making all necessary arrangements with their off-campus study programs.

Deferred students who wish to be reinstated for a subsequent semester for the same program that SARC approved must inform the Director of the International Center by email or letter and make necessary arrangements with the off-campus program or university. If there have been changes in planned coursework or other academic content, the student must also submit a new Coursework Approval form.

In most cases reinstatements will be approved swiftly, BUT the college reserves the power to take any appropriate action in keeping with the Semester Balance policy described in this Handbook.

Change of Plan

Students who have been approved for off-campus study but wish to change programs may do so only in unusual circumstances:

1. In the same semester for which approved by SARC, only if denied admission to the program, program cancellation, or similar extraordinary event. In such cases, the student must consult with the International Center Director or Study Abroad Advisor.
2. In all cases where the proposed change of plan is voluntary, the student must submit the Change of Plan form and a new Off-Campus Study Proposal, subject to the deadlines described in this section. In many cases such a change will require at least a one-semester delay in the student's off-campus study. The student must make a compelling showing of necessity for the change, and approval or denial of the proposal is up to the discretion of SARC.

No student approved for one semester of off-campus study will be permitted to extend that term.

Deadlines

For all Deferrals and Changes of Plan from a prior semester to spring semester, the deadline for submission is the first Monday of October.

For all Deferrals and Changes of Plan from a prior semester to fall semester, the deadline for submission is the first Friday in March.

IX. THE COST OF OFF-CAMPUS STUDY

A. TUITION AND OTHER COSTS

For most students (see DTAP exception below), participating in a semester or year-long off-campus program includes paying Macalester or program tuition (whichever is higher), individual program costs for room and board, international airfare and local transportation, visa costs, and related fees. If the student selects a program that exceeds Macalester's comprehensive cost, the student and/or family will be responsible for financing the additional costs and should expect to pay a higher contribution.

B. FINANCIAL AID

In the vast majority of cases, students may use their financial aid eligibility towards the cost of an approved term of off-campus study. Exceptions to this rule concern non-immigrant visa and asylee status students (F-1 and J-1), and students who receive ACM Tuition Remission Exchange (TREP) or ACTC Dependent Tuition Assistance Program (DTAP) benefits. Affected students should consult the Special Eligibility section of this Handbook. Work/study aid is, for obvious reasons, not available for off-campus study.

Eligibility for need-based financial aid from Macalester College for off-campus study is based on Macalester's cost of attendance, which includes tuition, room, board, travel, books/supplies and personal expenses. Off-campus study will likely differ in cost of attendance, so financial aid eligibility will need to be adjusted for that semester.

The International Center will provide off-campus study program cost figures to the Financial Aid Office for all approved students. The cost estimate will include tuition (Macalester tuition or program tuition, whichever is higher), room, board, airfare, books/supplies, required excursions, and student visa. The cost estimate will not include allowances for immunizations, passport, supplemental travel, or personal expenses.

The Financial Aid Office will calculate financial aid eligibility based on the costs of the off-campus program and will communicate those changes via a financial aid notification letter mailed to the student's home address. Please note that student employment will not be an available option for the semester you are studying off-campus. Students who choose a program that has a higher cost than that of Macalester must expect a higher family contribution.

Those studying off-campus during fall semester will receive a financial aid notification letter in late spring reflecting financial aid eligibility based on off-campus study costs. Students studying off-campus during spring semester will receive a revised financial aid notification letter in early fall.

Note: Even students who do not receive financial aid may have student loan options. Please visit the Financial Aid Office website (www.macalester.edu/financialaid) or contact the Financial Aid Office at 651.696.6214 or finaid@macalester.edu for more information. Financial aid is not available for summer off-campus study programs. Students should consult with the program directly to find out if there are any scholarship opportunities.

C. DEPENDENT TUITION ASSISTANCE PROGRAM (DTAP)

ACM TREP and ACTC DTAP benefits are not applicable toward off-campus study costs, unless the program selected is administered by Macalester. Students who normally receive these benefits for on-campus study will be charged the actual off-campus program tuition rather than Macalester tuition. DTAP and TREP recipients also have the option of applying for need-based financial aid for the semester of off-campus study. DTAP or TREP recipients who wish to apply for need-based financial aid for off-campus study should contact the Financial Aid Office directly for detailed instructions.

D. OUT-OF-POCKET EXPENSES

Not all off-campus study costs will be billed to a student's Macalester student account. Some costs will need to be paid directly to the program sponsor and/or a vendor, and these costs may be due before your financial aid is disbursed. These expenses can include, among others: the program deposit, airfare, local transportation, meals, books, security deposits, and personal purchases. Students enrolling directly in an overseas institution (e.g. King's College, London School of Economics, or University of Edinburgh) must also pay their housing costs directly rather than have them billed through Macalester.

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While this situation rarely causes serious cash flow problems, it can do so in cases where the student's financial aid is covering the majority of the program costs. If this is the student's situation, the best approach is to plan well ahead or make use of a credit card. Program deposits, for example, usually run \$400-\$700 and are due as soon as the student is accepted into their program. . Also you will most likely need to purchase airfare and pay visa costs well in advance, and will need to have access to funds other than your financial aid.

E. BILLING

For all Macalester students studying abroad, the tuition and academic fees for study abroad will be billed to and paid by Macalester. For students studying abroad with a program sponsor (e.g. DIS, CIEE, SIT, HECUA, etc.), housing and meal costs will also be billed to and paid by Macalester.

Students studying by direct enrollment – that is, with no intermediary organization -- with no sponsor at a foreign university (e.g. King's College London, University of Otago, etc.), will pay for housing and meals directly rather than have these costs billed and paid for by Macalester.

In all cases, program deposits and airfare costs must be paid directly by the students and their families.

On rare occasions an organization or university may err and send the bill directly to the student or the parents. Unless the student is absolutely certain that the invoice is for fees he or she must pay directly, the student should consult the International Center before making any payments. This enables the International Center to ascertain precisely which fees should be billed through the College and which the student must pay directly in order to prevent administrative delays involving financial arrangements.

X. JANUARY AND SUMMER PROGRAMS

Macalester handles January and summer study in a different manner than semester or academic year study. A student may choose to participate in a January and/or summer programs at any point in his or her Macalester career. However, a maximum of two credits may be earned each January.

There are no sources of financial aid available for summer off-campus study. Students who choose to participate in off-campus study during January and have need-based financial aid may be eligible for a \$500 grant. Students may also be eligible for additional student loan. For information regarding financial aid for January off-campus study, please contact the Financial Aid Office.

January and summer program proposals are not reviewed by SARC, but students are **STRONGLY ADVISED** to notify the International Center of such study abroad plans.

CONTACT INFORMATION

Please contact the International Center at 651.696.6310 for any questions or concerns.