

## ACKNOWLEDGEMENTS *and* APPROVALS

*It is the student's responsibility to procure the following information and corresponding signatures. Registration will take place only upon final approval by the Global Engagement Office and confirmation from the host agency of acceptance into their program.*

***The following approvals indicating "good standing" must be maintained up to and during the student's participation in the program.***

### Host Faculty Member

*Only Applicable to AU Study Abroad Programs (i.e. Paris, China)*

Program: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

- I acknowledge that this student is seeking admission to this off-campus program.
- We have discussed the nature and expectations of the program.

Comments/Concerns: \_\_\_\_\_

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Date Signed*

### Advisor(s)

As the student's advisor:

- I acknowledge that the student and I have discussed their academic plans as it relates to their Study Abroad/ Off-Campus Program of Interest.
- I understand that if this is an external program, no remuneration for Asbury University faculty is involved.
- I have worked with the student to create a plan to meet all requirements for graduation.
- A copy of the student's course plan and audit form is attached.

Comments/Concerns: \_\_\_\_\_

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_  
*Date Signed*

### Financial Aid

I have discussed the following with the student:

- The student must demonstrate that he/she has an appropriate grasp of how his/her financial aid will be handled and that the necessary paperwork is in order to secure financial aid (if any) through Asbury University.
- The student understands the implications of incomplete grades for financial aid.

Will this student's financial aid be processed through Asbury University?  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_  
*Financial Aid Signatory*

\_\_\_\_\_  
*Date Signed*

**Student Accounts**

I have discussed the following with the student:

- The student must demonstrate that financial commitments to the university have been met consistently and that he/she has no outstanding balance at Asbury University.
- The specific charges for this program have been entered below. Figures are subject to change based on final registration and invoice from the off-campus program being attended.

Program: \_\_\_\_\_ OFC: \_\_\_\_\_  
number designation

Year: 20\_\_\_\_\_ Term:  Fall  Spring  Summer

**START HERE**

▶▶▶ OFC\_\_\_\_\_Program Tuition \$ \_\_\_\_\_  
program specific cost

AU External Program Fee + \$ \_\_\_\_\_  
overhead and processing fee

**OFC Program Cost = \$ \_\_\_\_\_**

OFC\_\_\_\_\_Program Cost \$ \_\_\_\_\_

20\_\_\_\_\_ Asbury University Tuition  
includes the Student Activities Fee - (\$ \_\_\_\_\_)  
 Fall  Spring  Summer

**Total Additional Cost to Tuition**  
shows as OFC\_\_\_\_\_Course Fee on Student Accounts = \$ \_\_\_\_\_

- The student will pay all charges (except host-agency program application fees and deposits) to Asbury University.
- Students enrolled in off-campus programs are not eligible for payment plans.
- Students enrolled in Asbury’s Study Abroad Programs (i.e. Paris or China) may be eligible for payment plans, which requires additional approval from the Business Affairs Office.
- A tuition waiver may be made available to students enrolled in Asbury’s Student Abroad Programs (i.e. Paris or China).
- All students registered for 8 or more credit hours are assessed the Student Activities Fee, including students who are participating in Study Abroad or Off-Campus Programs
- Payments must be made in full by the first day of the semester: \_\_\_\_\_  
mm/dd/yyyy

Comments: \_\_\_\_\_

\_\_\_\_\_  
Student Accounts Coordinator Signatory

\_\_\_\_\_  
Date Signed