



COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT

OFF-CAMPUS STUDIES HANDBOOK 2019-2020

Lindsay Sands
Coordinator of Global Education
lindsay.sands@covenant.edu
706.419.1279

The Planning Process for Off-Campus Study Programs

Use this guide as a resource to help you plan to study away from campus. The items on this list are in general, but not perfect, chronological order.

1. **Attend a Study Abroad Information Session** (offered at least once a semester).
2. **Identify your priorities.** What do you hope to gain from an off-campus study experience? Where do you want to go? What courses would you like to take? What kind of program would be the best match for you? Do you want language immersion? Would you prefer to live with a family or in a dorm or apartment? Is travel in addition to the program requirements important to you? How will study abroad fit into your larger academic and career planning?
3. **Examine your academic schedule.** Spend some time with your advisor looking over your CORE, MAJOR, and graduation requirements. Utilize the many Records tools to evaluate your academic plan. Think about which semester you can study away from Covenant and what classes you should take while you are away. Make sure your semester abroad will move you towards graduation, not delay it.
4. **Research off-campus study programs.** Look through program materials in the Global Education office (Lindsay Saunders) or search the web. Compare several programs. Speak with previous participants. Meet with representatives when they visit campus. Consider special programs like the Critical Language Summer program, which is fully funded.

Note Well: Students will remain full-time Covenant students and be eligible to receive external and institutional financial aid only by participating in an approved off-campus study program.

However, if you are able and so desire... by taking a Leave of Absence from Covenant College there are a multitude of options to study off-campus in locations throughout the globe covering all academic subjects under the sun. Here are a few sites to get you started:

www.goabroad.com

www.gowithcea.com

www.studyabroad.com

www.aifsabroad.com

Your final 32 credits must be taken at Covenant College, so do not plan to take a leave of absence during your senior year. If you choose to take a leave of absence, your financial aid will be reinstated upon your return as closely as possible, according to federal guidelines, to their previous amounts. Credits will not automatically transfer to Covenant, so be sure to work closely with your Academic Advisor and the Office of Records before taking a LOA.

5. **Choose a program.** Which program will best accomplish your personal and academic goals? Is the program financially feasible (what are the additional costs)? What additional preparation will you need before you go?
6. **Fill out and submit applications** and other paperwork required by the host organization. You must remain in good academic and behavioral standing to study abroad. Begin this process early, so you are able to give your recommenders plenty of time, and meet deadlines for housing and course selection.
7. **Financial planning.** Meet with Brenda Rapier in the Financial Aid office to ensure you and your parents/guardians understand the aid you will receive while abroad. Set budget for semester abroad. Apply for scholarships, if available. Helpful scholarship databases include:
www.studyabroadfunding.org <https://www.goabroad.com/scholarships-abroad>
www.internationalscholarships.com
<http://www.iie.org/Programs/Gilman-Scholarship-Program/About-the-Program>
8. **Complete all required applications and forms for Covenant College:** Off-Campus Studies Application, Off-Campus Studies Agreement, Off-Campus Standards of Conduct Agreement, etc. These must be returned to Lindsay Saunders by **November 1 for Spring Semester** and by **April 30 for Fall Semester**.
9. If you wish for your time of study abroad to be used for your **COR 337 Intercultural Experience**, you must complete the approval process before you leave campus. See Lindsay Saunders or a member of the Intercultural Competencies Committee for details. A significant amount of reading must be done PRIOR to your semester abroad. Even if you do not plan to use this experience toward the COR 337 credit, plan to do some reading from *Studying Abroad, Learning Abroad* by J. Daniel Hess and reading on the particular country and culture in which you will be spending time.

- 10. Choosing Classes.** Work closely with your Advisor and the Records office to ensure that your coursework will transfer to Covenant and that you will graduate according to your plan. Take course descriptions and syllabi of the classes you intend to take to the head of the academic department in which you wish to receive credit. Heads of academic departments must approve classes that transfer in as particular courses within a department. The Dean of Records must approve all classes which transfer in as core requirements. (i.e. The head of the history department would need to approve a history class that you wish to count as HIS 212. The Dean of Records must approve a class that you wish to count as CHOW II.)

If you change classes, either before you depart to study abroad or after you register at the host institution, you must notify Covenant of the changes in order to ensure that the credits will transfer appropriately.

- 11. GPA Issues.** Credits and grades earned through Covenant College approved consortial programs will be listed on the Covenant transcript as one of our courses and included in the calculation of the institutional GPA. Credits earned from contractual and all other independent programs will be applied as transfer credits. Students must earn a letter grade of “C-“ or better in order for the credit to be applied toward a Covenant degree. Transfer credits and grades will be included in the calculation of the transfer GPA. An overall GPA will be calculated from the institutional and transfer GPA.
- 12. Passport.** When studying outside of the USA, you must have a passport that is valid at least until six months after you are scheduled to return home. If you need a new or renewed passport, apply for one as soon as possible. For instructions and the application, visit: <http://travel.state.gov/passport>. To get a new passport, you’ll need a certified birth certificate, 2 passport photos, a completed application, and a check for the applicable fees. *When studying outside of the USA with a Covenant College approved program, a copy of your passport must be on file with the Coordinator of Global Education (Lindsay Saunds).*
- 13. Visa.** Some countries, particularly if you are staying over three months, will require a visa. (Spain, France, Israel, Japan, Belgium, Australia, among others). Contact the program director or the closest embassy or consulate of that country to determine if you need a visa and how to obtain one. Do not delay in pursuing your visa as generally travel to an embassy or consulate is required. The cost of the visa and the visa process are your responsibility, unless the program includes those costs. www.embassy.org <http://www.travel.state.gov/visa>
- 14. ISIC card.** Consider purchasing an International Student Identity Card, which is sponsored by the Council on International Education Exchange and entitles students who are travelling abroad to discounts on airfare, travel, museums, and other activities. The card costs \$20 and applications are available at: www.statravel.com. You may also want to purchase their travel insurance which includes health and accident insurance as well as medical evacuation and repatriation benefits.
- 15. Insurance.** Verify that you have health insurance coverage while studying abroad—not all insurance plans provide coverage while you are out of the country. Many study abroad programs provide insurance. *When studying outside of the USA with a Covenant College approved program, proof of insurance must be on file with the Global Education Office.*
- 16. Health Issues.** Schedule an appointment with Health Services to address health issues specific to your time abroad. Consider any physical or emotional health issues that may be easily manageable in the US, but challenging abroad. Visit www.cdc.gov to find out about required vaccinations or preventative medications for your destination. *Approval from Health Services is required for all students participating in approved semester off-campus programs.*
- 17. Travel plans.** Purchase your plane tickets as well as rail passes if you will need them.
- 18. Power of Attorney.** Consider granting Power of Attorney to a reliable friend who will be staying on campus so that he or she may officially act on your behalf in matters involving financial aid. This power of attorney will give your friend the power to sign documents, such as student loan checks, for you. You simply need to write and sign a note, to be on file with the Office of Financial Aid, which says, “I, [your name], grant power of attorney to [friend’s name], for the purpose of completing financial aid paperwork.”
- 19. Plan for the following semester.** Plan with your advisor, before you go, what schedule you would anticipate for the semester when you return to Covenant. This will make pre-registration much easier when the course offerings are posted on the web. Talk with the Student Development Office regarding housing and meal plans. These steps are very important for making an easy transition back to Covenant.
- 20. Contact Information.** Please notify Lindsay Saunds after you arrive at your off-campus study program and occasionally keep in contact throughout the experience. *When Studying Off-Campus, you are required to have contact information on file with the Global Education Office.*

21. **Transcript.** Before the end of your program, arrange to have your transcript and any grading scale conversion information sent to the Office of Records of Covenant College. Making the request before you leave allows you to take care of any fees, provide signatures, and learn how to request transcripts in the future.

It is the express responsibility of the student to make all necessary arrangements for Off-Campus Studies concerning both the semester you will be away from campus and the semester after you return. Before your journey, you must make all necessary arrangements with the Offices of Records, Financial Aid, Accounting, Student Development, and Global Education. It is your responsibility to be aware of deadlines on campus, such as financial aid deadlines and housing sign-up deadlines. Do not expect anyone to do your planning for you. You will receive help, but it is your responsibility to see that all the details are taken care of. It is to your advantage to have everything in order before you start your travels.

Approved Semester Off-Campus Study Programs

Students may study off-campus while remaining enrolled as full time students at Covenant by participating in approved off-campus study programs. Approved programs include: programs directed by Covenant College, student programs offered by the Council of Christian Colleges and Universities (CCCU), and other cooperative programs that are approved through Covenant College academic departments. See below for a current list of approved programs:

Consortial Arrangements (credits are received as Covenant College credits):

Student Programs of The Council for Christian Colleges and Universities: www.bestsemester.com

The CCCU Student Programs provide excellent opportunities for studying abroad in various locations throughout the world. Domestic programs include the American Studies Program and the Los Angeles Film Studies Center. International programs include the Australia Studies Centre, Latin American Studies Program, Middle East Studies Program, Northern Ireland Program, Scholars Semester in Oxford (3.7 GPA required), and the Uganda Studies Program.

Contractual Arrangements (credits are received according to transfer credit policy):

Semester in Spain: www.semesterinspain.org

Semester in Spain is a study abroad program of Trinity Christian College. This Spanish immersion program, located in Seville, Spain, offers Spanish courses on four levels, which serve the needs of most students of Spanish, whether they wish to fulfill a specific course requirement, earn credits toward a degree in Spanish, or simply learn the language. The program combines challenging academic study with opportunities for students to practice what they learn. Programs are available for Fall or Spring Terms.

Semester in Aix en Provence, France (French language): http://www.ceastudyabroad.com/programs/france/aix_en_provence.html

This semester abroad program is designed for students who are interested in studying French language and culture while experiencing everything Aix-en-Provence has to offer. Students take courses offered through the Institut d'Etudes Françaises Pour Etudiants Etrangers (IEFEE), a center of the University Paul Cézanne Aix-Marseille III dedicated to teaching French. The IEFEE is regarded as one of the best French-language teaching centers in the country. All classes are taught in French and are available to students of various language levels from high beginner to superior. Homestay included, if deadlines met.

Semester in Aix en Provence, France (Art, French Honors Program): <http://www.iaufrance.org>

Covenant students can attend two distinct programs at IAU College in southern France.

The Marchutz School of Fine Arts <https://iaubroad.org/academics/aix/marchutz> takes an interdisciplinary and holistic approach to art education. All students interested in art from any perspective and want to study art in France - and regardless of their skill level - should consider Marchutz. Its innovative interdisciplinary approach to the arts combines readings in literature and philosophy with studio art training, thereby providing students with a coherent theoretical and practical approach to the creative process.

The French Honors Program <https://iaubroad.org/academics/aix/fhp> is designed for French Majors or other students with demonstrated advanced level French, interested in a comprehensive language and cultural immersion program. These programs are available in the Fall and Spring semesters and include a homestay with a French family.

Semester in Paris, France: <http://www.ceastudyabroad.com/programs/france/paris.html>

This program, offered jointly by the CEA Global Campus in Paris and the University of Paris IV - Cours de Civilisation Française de la Sorbonne, is designed for students of all language levels who are interested in acquiring and improving their language skills while gaining a thorough education in French culture. This distinctive program offers study abroad students the opportunity to complement their intensive language learning with elective study in the liberal arts and social sciences in various subjects, taught in English, including Art, Business, Cultural Studies, History, Literature, and Political Science.

Semester in Strasbourg, France: <http://www.accesstudyabroad.fr/>

Designed for students from American colleges or universities, Accès provides a linguistic and cultural immersion experience and the on-site support students need to get the most out of their semester or year abroad. The Accès Strasbourg program offers both a French-intensive semester at the *Institut International d'Études Françaises* (IIEF) and the University of Strasbourg, and an English language European Studies program at Strasbourg's Institut d'Études Politiques (IEP).

Semester in Berlin, Germany: <http://studiesabroad.com/programs/country/germany/city/berlin>

Berlin is a dynamic, multicultural city that boasts a rich and dramatic past, spanning many centuries and the ups and downs of German history. Students enjoy a spectacular diversity of cultural offerings and easy access to much of Europe. An ISA Berlin semester program allows students to select courses from a wide variety of fields of study allowing their study abroad experience to fit their individual academic needs. ISA Berlin semester programs are conducted through Freie Universität Berlin with courses taught in English and German by local and visiting faculty. Homestays are included.

Semester in Heidelberg, Germany: <http://www.heidelberg.edu/academiclife/distinctive/studyabroad/ajv>

This program, for juniors, is connected to Universität Heidelberg - Germany's oldest university. Students will develop a more independent and self-reliant attitude towards learning. Students will gain a new perspective on their major field of study and will broaden understanding of European history and cultures. Since all courses are taught in German, language proficiency will increase rapidly. These new language

skills will then allow more ease of assimilation into German life and culture. Students live in dorms or shared apartments with German students. This program is of special interest to German Studies majors.

Semester in Valparaíso, Chile: <http://studiesabroad.com/programs/country/chile/city/valparaiso>

Valparaíso is located halfway down Chile's endless coastline and 68 miles northwest of Santiago. Chile is also one of the most prosperous Latin American countries and the benefits of this prosperity include an excellent educational system and a multitude of distinguished universities. One of these universities, the Pontificia Universidad Católica de Valparaíso, serves as the academic anchor of ISA's Chile study abroad programs. Students will be able to take courses in Spanish language and Latin American studies with international students, as well as many electives with local Chileans. This program is of special interest to International Studies majors. Homestays included.

Semester in Granada, Spain: <http://www.ceastudyabroad.com/programs/spain/granada.html>

Study at the University of Granada, choosing courses in Spanish, Arabic or English. Programs include Spanish language and literature, Arabic language, Arabic Cultural Studies, and a variety of social science courses. The CEA program includes excursions and cultural activities. Homestay is included if deadlines met. Some unpaid internships may be available.

Semester in Rome, Italy: <http://romewithpurpose.com/>

Experience Italy in Christian community, taking classes including Church History, Art and Architecture, Ancient Rome, Italian Language and Culture. Learn about Italy and Italian culture from Italian and American professors, serve alongside Italian Christians, and live in community with shared responsibilities.

Semester in Jerusalem, Israel www.juc.edu

This program through the Jerusalem University College offers courses in the history, geography, culture, religions, and languages of ancient biblical times and the modern Middle East, providing rich insights into the past and a meaningful cross-cultural experience. Semester students travel the land from Dan to Beersheba, take field trips throughout Egypt and Jordan depending on the program of study in which they are enrolled. Faculty members from a variety of cultures and traditions help students learn to use the historical, geographical, archaeological, cultural and linguistic data in the interpretation of Scripture. They further the students' understanding of the interplay of ideologies and customs in the political, social, and historical relationships of the Middle East. NOTE: [Students who participate in this program will not be eligible for federal Title IV funds, but JUC will provide aid](#) in the amount of any federal funding.

NYC Semester at The King's College www.tkc.edu/nyc-semester

NYC offers a unique opportunity to experience New York City and its cultural offering through a Christian perspective. Interact with professors who have lived their faith in their profession and study in depth in Business, Theatre or Journalism. King's is home to the John McCandlish Phillips Journalism Institute, where students take courses and complete a journalism internship while living in Manhattan. Just a block from Wall Street, The King's College is located in the heart of the Financial District—home to many of the world's largest businesses. NYC Semester offers a wonderful opportunity for Covenant students to connect with leaders and broaden their academic and professional experience.

Go ED: www.go-ed.org

Go ED is a study abroad program that partners with international relief and development organizations across the globe, embedding students in select regions and countries to learn, study and experience life from an indigenous perspective. The program operates in some of the most poverty-stricken regions of the world, in the belief that light, beauty and hope continue to thrive in these hard places, and that they offer profound lessons to those who are willing to learn. There are currently Go-Ed programs in 2 regions: Africa (Rwanda/Uganda) and Mekong region of northern Thailand. Students spend 16 weeks in their chosen location, attending four 3-credit classes during the semester and participating in a four-week field practicum project. Pre-field training and flight included.

East Asia Institute at Tokyo Christian University: <http://acts.tcu.ac.jp/eai/index.html>

The East Asia Institute at Tokyo Christian University is a one-semester program that lets you meet the people in their home setting, experience for yourself their life, culture, and history, and gain a deep academic knowledge of this region. The one semester option provides a package of courses carefully tailored to give you a balanced knowledge of Japan and East Asia, a set of guided experiences to let you touch and taste the history, art, and modern economic power of the Japanese people, a homestay with a Japanese family, and the friendship of Japanese students and other international students. You will return home with a richer and deeper awareness of yourself as a world Christian. (100% of Covenant financial aid is applied for this study abroad program). This program does not satisfy the core foreign language requirement. **Flight up to \$1500 included, if deadlines met.**

For summer study abroad, students are free to research and attend a wide variety of programs. Application and payment would be made directly with those programs. The Director of Global Education is happy to advise students throughout the process. Covenant does have our own May Term faculty-led programs and several partner programs for summer study.

Approved May Term and Summer Off-Campus Study Programs

May Term Off-Campus Programs Directed by Covenant:

Various May Term off-campus study programs are made available depending on professor availability and student interest. Recent offerings have included programs in Prague, UK, Italy, Jerusalem, and New York City. Program and registration info for May Term courses will be available each Fall semester.

Consortium Program:

The Oxford Summer Programme: www.bestsemester.com/osp

The Oxford Summer Programme is a 5 week program provided by the Council for Christian Colleges and Universities. Seminars and tutorials are available under the direction of expert Oxford academics in the areas of History, Religious Studies, Philosophy, English Literature, the History of Art, and History of Science.

Contractual Programs:

Summer Term in Spain: www.semesterinspain.org

The Semester in Spain summer term is a 3 and a half week program of Trinity Christian College. Students may stay for one or two terms. Students choose one 4 credit course per term. All courses are taught in Spanish.

Summer Term in France:

Aix-en-Provence and Paris <http://www.ceastudyabroad.com/programs/france.html>

Programs are offered during June and July in both Aix en Provence and Paris. The Intensive Language program in Aix is designed for students at the high beginner level and above who wish to acquire and improve their French language skills in a short, intensive period. The French Culture & Society program in Paris focuses on providing an intensive and profound exploration of subjects, taught in English, ranging from the foundations of French History to current issues in International Politics and business issues. Instructors concentrate on adapting their courses to the city of Paris, using its streets, museums, markets, and people as an endless source of course material.

Aix-en-Provence <https://iauaabroad.org/academics/aix/summercourses>

Programs are offered in June and July in liberal arts, French language, and art. The 3 and 6 week options enable students to choose from courses in archaeology, art (painting and drawing, sculpture, arts management, architectural design), business, communications, creative writing, French language and literature, history, and photography. Depending on their selections, students will either enroll in the Aix Center, the French Honors Program or the Marchutz School of Art. Students interested in the 3 week intensive French program will enroll at the Aix Center.

Summer in Germany: <http://www.heidelberg.edu/academiclife/distinctive/studyabroad/ajy/summer>

Spend six weeks (late May through early July) in Heidelberg, Germany, taking Intermediate and Advanced German along with other courses at Universität Heidelberg—Germany's oldest university, while living with a German family. All courses are taught in German, and credit is granted through Heidelberg University, Tiffin, OH. A trip to Berlin is included, along with other cultural excursions.

The Au Sable Institute: www.ausable.org

The mission of Au Sable Institute is the integration of knowledge of the Creation with biblical principles for the purpose of bringing the Christian community and the general public to a better understanding of the Creator and the stewardship of God's Creation. All of its programs and activities are structured to allow, and are conducted for, promotion of Christian environmental stewardship. This includes persistent dedication to exemplary Christian stewardship in its planning, operations, programs, and outreach.

Summer and May Term program charges are billed through Covenant College, and the balance must be paid before beginning fall semester.

Applying for an Approved Off-Campus Study Program:

Students wishing to apply for an off-campus study program should first contact Lindsay Saunders to ensure they are aware of and understand all relevant policies. Students should discuss study abroad options with their academic advisors to ensure that the chosen program will complement their course of study at Covenant and to ensure the proper transfer of all coursework taken while studying off-campus.

The student should complete all necessary application requirements for the chosen program as described by the host institution.

Once the student is informed of his or her acceptance to the program by the host institution, the student should submit the following application materials to the Coordinator of Global Education, Lindsay Saunders, by November 1 for Spring Semester and by April 30 for Fall Semester prior to confirming their participation with the host organization:

1. Off-Campus Studies Application
2. Off-Campus Studies Agreement
3. Off-Campus Standards of Conduct Agreement
4. Copy of passport (for international programs)
5. Proof of insurance
6. Contact Information

Outgoing students are required to attend a **pre-departure workshop**, covering health and safety, policies and procedures, cross-cultural information, academic preparation among others things. These workshops will be offered in November and April.

Schedule of Fees for Approved Off-Campus Study Programs:

Students participating in approved Semester off-campus study programs will enroll as full-time students at Covenant College during the semester in which the off-campus experience occurs and will be responsible to cover the following fees (2019/2020 rates):

Tuition (Full-Time student rate):	<u>\$17,330</u>
Off-Campus Study Fee:	<u>\$4,000</u>
Total due to Covenant College:	<u>\$21,330</u>

In addition to these fees owed to Covenant, students may be responsible for additional application fees payable to the host institution, travel expenses not included in the program, personal expenses, and additional food expenses. These amounts will vary according to your spending and travel habits and program details. For the following semester programs if all deadlines are met by student, the cost of the student's flight is included in the off-campus study fee: Go-Ed semesters in Thailand and Rwanda, Costa Rica (LASP), East Asia Institute (Japan), and JUC (Israel).

Students participating in approved May Term off-campus study programs will enroll as students at Covenant College during the term in which the off-campus experience occurs and will be responsible to cover the normal rate of tuition for May Term in addition to all program expenses (including airfare, lodging, food, transportation, etc). Expenses vary by program.

Students participating in approved Summer off-campus study programs will enroll directly with the partner institution, although their tuition and program charges will be processed through Covenant College. Travel, food, and personal expenses are the responsibility of the individual student. Expenses vary by program.

Financial Aid for Approved Off-Campus Study Programs:

Students who are accepted into approved off-campus study semester programs and are enrolled as full-time students, taking courses that will transfer into their academic program are eligible to receive financial aid resources (i.e. Federal, State and Covenant College Grants, Scholarships, and Loans). However, student employment is not available. All other policies outlined in the Financial Aid Handbook and the Catalog such as deadlines and satisfactory academic progress requirements remain the same for on-campus and off-campus study programs.

The amount of institutional financial aid that can be applied to an approved off-campus program varies depending on the program. **Students who meet all deadlines are eligible for up to 50% of institutional financial aid and 100% of external financial aid for approved consortial and contractual programs.** Students who have attained junior status are eligible for up to 100% of institutional financial aid for semester-long approved programs if the study abroad semester is required for their major (French, German Studies, Spanish, and International Studies only). For the East Asia Institute and the NYC Semester, students may be eligible for 100% of institutional aid. No student employment is available to students while they study abroad. Recipients of the Maclellan scholarship may apply for and access a \$2000 stipend to help with program costs for semester-long or summer programs. Recipients of the Wilberforce whose institutional aid is reduced to 50% may also access a \$2000 stipend for Covenant-approved semester-long

programs. Students attending Jerusalem University College are not eligible for Federal Title IV funds, but JUC will offer a grant to cover the amount of those funds.

For May term or Summer term courses, if planned well in advance, the cost of the study program may be added to the student's Covenant College budget for the Spring semester before the experience takes place. By adding the cost to the student budget, a student may be eligible for additional loan funds. To receive additional loan funds, a student must make an appointment with the Financial Aid Office. See the Financial Aid Office for full details.

If a student is eligible for the Employee Education Benefit (EEB), they will receive 50% of that benefit for non-required semester study abroad and 100% for required (Foreign language and International Studies majors). For May terms off-campus programs, they will receive the benefit for the tuition portion of the course at 100%, unless the course is not taught by Covenant faculty (i.e., Jerusalem University College) in which case they will receive 50% benefit.

OFF-CAMPUS STUDIES APPLICATION

Name: _____ Banner ID: _____

Major(s): _____ Graduation Year: _____

Approved Off-Campus Study Program: _____ Dates of program: _____

This program is required for my major: French, German Studies, Spanish, International Studies (circle one if applicable)

Email while studying abroad _____ Phone/SkypeID: _____

Student Commitment: "I understand and agree to adhere to all policies regarding off-campus study as described in the Student Handbook, Off-Campus Studies Handbook and in the Catalog under Financial Planning and Academic information. I understand that I must be covered by a medical/emergency evacuation insurance policy during my off-campus study program. I agree to notify Covenant College if there are any changes in this application."

Medical insurance coverage provided by: (Insurance Company) _____

Emergency Contact Name and Relationship to you: _____

Emergency contact Phone and Email: _____

Expenses Payable to Covenant College before accounting for any applicable Financial Aid; please see Financial Aid for detailed FA package information for your semester abroad:

Tuition (Full-Time student rate): \$17,330
Off-Campus Study Fee: \$4,000
Total due to Covenant College: \$21,330 (2019/2020 rate)

Students may be responsible for additional expenses depending on program details (Application fees, deposits, travel, food, books, passport, visa, etc.)

Signature of Commitment from Student: _____ Date: _____

Signature of Approval from Parent/Guardian: _____ Date: _____

List course(s) below with initials of approval by Head of Academic Department or Registrar:

Name of course:	Credits	Approval	CC Course Equivalent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

⇒ Return this application, the Off-Campus Studies Agreement, the Off-Campus Standards of Conduct Agreement, € and a copy of your passport (if participating in an international program) to Lindsay Saunders by April 30 for Summer or Fall Semester and by November 1 for Spring Semester.

Set up an appointment and meet with the people listed on the next page, and obtain their approval signature.

OFF-CAMPUS STUDIES APPLICATION, continued

Student Name: _____

Academic Advisor: <i>Check course equivalencies in major, confirm academic readiness</i>	_____	Date: _____
Registrar or Associate Registrar: <i>Check course equivalencies in CORE/electives</i> <i>Verify good academic standing</i>	(R. Miller, D. Darden or B. Galloway)	Date: _____
Assistant Director of Financial Aid: <i>provide student with email or printout of aid package;</i> <i>inform student of additional financial options s/he may have</i>	(Brenda Rapier)	Date: _____
Associate Dean of Students: <i>Verify good behavioral/judicial standing</i> <i>Review housing policies upon return</i>	(Jonathan Wylie)	Date: _____
Director of Health Services: <i>Confirm vaccinations, up-to-date health insurance on file</i> <i>Determine physical health readiness based on program requirements*</i>	(Tina Holt)	Date: _____
Director of Global Education: <i>Confirm all paperwork is completed</i> <i>passport on file, visa process underway</i>	(Lindsay Sands)	Date: _____

***take copy of program health/safety information to appointment with Tina Holt in Health Service.**

Covenant Faculty/Staff: Please note any concerns below or to Lindsay Sands lindsay.sands@covenant.edu or x1279.

OFF-CAMPUS STUDIES AGREEMENT

Name: _____

Banner ID: _____

Approved Off-Campus Study Program: _____

Dates of program: _____

In exchange for my being allowed to participate in the Covenant College Off-Campus Study Program (the "Program"), and more specifically, the Off-Campus Study option listed above, I agree to be bound by each of the following:

1. I agree to abide by the policies and behavioral guidelines set forth in the Covenant College Student Handbook and all others necessary for the operation of the Program as established by Covenant College, the Global Education Office, and/or the host organization. Should the director and/or group leader decide that I must be dismissed from the Program for violation of those policies or behavioral guidelines, I understand and agree that such a decision will be final. I further understand that dismissal at the discretion of college officials would result in the loss of program fee as well as credit for any portion of the course completed to date at the time of dismissal. I also understand and agree that all loss and expense incurred as the result of such a dismissal, including cost of travel, will be borne by me. I understand and hereby consent that my parents be notified of such a termination and all the details of the problem prior to termination.
2. I acknowledge that the provision of the Program by the college to its students represents a substantial expense and burden to the college, both in terms of financial expense and preparatory effort. I agree to reimburse Covenant College for all expenses incurred on my behalf for my participation in the Program. Reimbursement to the college in the event of my withdrawal from or non-participation in the Program include, but are not limited to, airfare expense, tuition expense, room and board expense, administrative expense, and all other expenses for which the college is unable to obtain a refund.
3. I understand and agree that Covenant College is not responsible for cancellation or changes in travel and program schedules or adjustments in announced fees for the Program caused by changes in air tariffs, lodging rates, airfare, charged by those engaged for such services. I further understand and agree that in the event of an act of war, terrorism, strikes, acts of God, or other emergency that causes the Program to be cancelled in whole or in part, any refund due me will be determined by Covenant College at its sole discretion. I acknowledge and agree to accept all responsibility for loss or additional expenses for the Program caused by delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes.
4. I understand and agree that any independent traveling including to and from the airport during the period of time in which I am participating in the Program and after conclusion of the Program will be at my own expense. I also understand and agree that I am responsible for any additional travel or accommodation charges which may result by my decision to travel independently from the group's itinerary.
5. I acknowledge, understand, and agree that Covenant College will neither be liable for nor will it reimburse me for any legal or medical expenses incurred by me during the term of my participation in the Program. In addition, I agree to furnish to the college satisfactory proof of my coverage by a health insurance policy during the term of my participation in the Program. It is further understood that the cost of any such health insurance will be my sole responsibility.
6. I hereby agree on behalf of myself, my successors and assigns to release, discharge and hold harmless Covenant College for any injury or liability of any type which may result during the term of my participation in the Program. This release includes, without limitation, the period of travel to and from the destination as well as the time spent at the destination. Such release includes, without limitation, any trips taken while at the destination, and also includes return trips taken in the event I do not remain the entire period. Examples of the types of injury or liability referred to in this paragraph include but are not limited to, physical injury, dismemberment, death, action of whatever nature or type by a terrorist or terrorist organization, loss of freedom due to the action of any political entity or official or agent thereof. I acknowledge and understand that Covenant College assumes no liability whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings, and that I have retained adequate insurance or have sufficient funds to replace such belongings and hold Covenant College harmless therefrom.

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM INDICATING THAT I FULLY UNDERSTAND AND AGREE TO ALL OF ITS PROVISIONS. I HEREBY CONSENT THAT INFORMATION REGARDING MY PARTICIPATION IN THE OFF-CAMPUS STUDY PROGRAM CAN BE GIVEN TO MY PARENTS AND/OR GUARDIANS.

Printed Name - Student _____ Signature _____ Date _____

OFF-CAMPUS STANDARDS OF CONDUCT AGREEMENT

While studying off-campus on approved programs, students of Covenant College are expected to comply with the following statement:

I HEREBY RECOGNIZE that I will be participating in a unique community while studying away from Covenant College, requiring a special witness in living and learning. I pledge that I will seek to make the Lordship of Jesus Christ central to all I do. While involved in this program, I will endeavor to conduct my life in accordance with the teachings of Scripture and will refrain from those actions that it expressly forbids. FURTHERMORE, I pledge to conduct myself under the guidelines of the Covenant College Standards of Conduct. I UNDERSTAND that violation of any of these standards is grounds for disciplinary action, including possible immediate dismissal from the program.

There are two possible exceptions to the Covenant College Standards of Conduct regarding the consumption of alcohol. **First, students who are participating individually in a study abroad program and who are not with a Covenant College group under the oversight of a Covenant faculty or staff member are expected to comply with the standards set by the host institution.** Secondly for those in a Covenant group with a faculty or staff member, the following policy will be observed in some cultural contexts:

When it is legal, students involved in a Covenant-sponsored educational program outside of the United States may partake of alcoholic beverages in moderation¹ when in the context of a unique cross-cultural curriculum activity designed and supervised by the faculty program leader and approved prior to the trip by the Vice President of Academic Affairs². Any student partaking of alcohol will have received permission from parents or legal guardians prior to departure for the trip. A student's grade will not be negatively impacted should they not participate in the educational activity. Any use of alcohol outside of this policy will result in disciplinary action and possible removal from the program. Students with a disciplinary record involving alcohol will be forbidden from participation in the activity and possibly the trip.

Students would violate the policy if they were to order, possess or consume alcohol in any other setting for any other reason. This exception does not permit the general use of alcohol and is not to be construed as permission to freely drink alcoholic beverages in any setting. Nor should any student feel compelled to consume alcoholic beverages. The purpose of this exception is not to encourage moderate use of alcohol, but rather to permit it within a cultural learning context in the bounds of scriptural parameters as well as college standards and one's own conscience before God. Within that liberty we Christians should weigh the impact of our actions on our brothers and sisters.

Students who fail to comply with the letter or spirit of this policy will be disciplined by the supervising group leader. The supervising group leader has full disciplinary power granted to him by Covenant College and the Office of Student Development. This includes the power to immediately dismiss without appeal a student from an Off-Campus Study Program. It is the responsibility of the group leader to exercise discipline in a compassionate, effective, and timely manner, and to address not only issues which involve use of alcohol, but also situations which involve other Standards of Conduct. All disciplinary violations will be reported to the VP for Student Development and VP for Academic Affairs. Students and may have ramifications on campus when the student returns. Records of any violation will be filed in the Student Development Office.

Any student who is dismissed from an Off-Campus Study Program is considered to be suspended from Covenant College. Any student who is dismissed from an Off-Campus Study Program forfeits any and all tuition, fees, room charges, board charges, and any other charges which have been paid to the college or other agency, and forfeits any and all academic credit which was to be gained during the Off-Campus Study Program.

I understand and agree to comply with the letter and spirit of the above policy and conditions.

Student

Date

¹ No more than two drinks

² In the event that prior notice is not possible, the faculty leader will contact the Vice President for Academic Affairs as soon as possible to notify him of the unique, cross-cultural experience in which alcohol was consumed.

LEAVE OF ABSENCE

Non-Approved Off-Campus Study Programs

Non-Academic Leave of Absence

If you choose to study off-campus through a program that is not approved by Covenant College or if you choose to interrupt your program of study at Covenant College for other reasons, you may take a Leave of Absence (LOA).

An LOA is a temporary interruption in the student's program of study, most often to take advantage of an opportunity for academic enrichment. The student must petition for an LOA by submitting a completed Leave of Absence Application to the Office of Records at least three weeks before the beginning of the term of LOA. The application must include the reason for the student's request, with a reasonable expectation that the student will return from the LOA to continue the educational program at Covenant College.

A Leave of Absence terminates your enrollment status with Covenant College. Your last date of attendance at Covenant is your separation date and will trigger your grace period to begin for your student loans. You will need to complete a process called 'Loan Exit Counseling.' If you had the Federal Stafford Loan, then complete its exit counseling online at http://www.nslds.ed.gov/nslds_SA/. If you also had a Federal Perkins Loan, then complete its exit counseling online at www.mappingyourfuture.org. A hold will be placed on your account until these two requirements are met.

If you are attending another institution, you may need to contact the Registrar's Office at the school in which you are enrolling and ask them to submit your enrollment status to the National Student Loan Database System (NSLDS) in order to have your deferment status updated.

If you wish to re-enroll at Covenant College after your semester away, the Financial Aid Office will be glad to re-evaluate your financial aid package, just submit a FAFSA with Covenant's school code of 003484. You may contact the Financial Aid Office with your questions or concerns by phone at 706.419.1126 or by email at financialaid@covenant.edu.

During an LOA a student may choose to maintain their Covenant E-mail and network access by paying the off-campus Technology Fee or by placing a non-refundable deposit for their returning semester which will then apply as a payment toward that term. A deposit will be required before being permitted to pre-register for the returning term.

While studying off-campus on LOA, you will not be eligible to receive external or institutional financial aid through Covenant College. It may be possible to receive financial aid from the host institution. Keep in mind that financial aid policies vary from institution to institution. You must check with the financial aid office of the host institution and follow their policies.

Potential Sources of Financial Aid for Off-Campus Study Programs

Program Specific Financial Aid (i.e. scholarships from the host organization)

Database for Financial Aid, Scholarships, Grants: http://www.studyabroad.com/forum/financial_aid.html

"The Smart Student Guide to Financial Aid": <http://www.finaid.org/otheraid/exchange.phtml>

International Education Financial Aid (IEFA): <http://www.iefaf.org/>

United Student Aid Funds <http://www.usafunds.org/>

International Student Loan Program <http://www.internationalstudentloan.com/>

