

How to apply for an Augustana International or Off-Campus Program after the deadline.

The January 15th enrollment period has closed, but many programs remain open on a first come, first served basis. So it is not too late to apply.

1. Visit www.augustana.edu/academics/study-away to verify if the program which interests you remains open to new applicants.
2. Use GOOGLE CHROME, SAFARI or FIREFOX to go to www.augustana.edu/plus
Do not use INTERNET EXPLORER.
3. Enter your regular Augustana login.
4. **Complete the Academic Information.**
There is a “save & return” button on the bottom of the application screen. You can use this if you need more time to complete the application. Using this button will not submit your application for approval. You must hit “submit” to do this.
5. **Select the program from the Experience option bar.**
Be certain you have selected the correct program and the correct year (Past programs may still appear, but are marked as “closed”.) **DO NOT SELECT A PROGRAM WHICH IS MARKED AS CLOSED.**
6. **Complete the Experience Expenses by calculating out of pocket expenses.**
Some programs include flights, all meals, etc. If your program does not, you will want to estimate the costs you have, anything you will pay yourself and not to Augustana. The Experience Fee which you will see already entered for the program reflects the announced price of the program minus the anticipated cost of tuition. For this reason, in most cases it will not match the announced program fee exactly.
7. **Complete the Budget Narrative & Personal Statements.**
The Budget Narrative is a short clarification of the expense items you listed. The Personal statement should identify why you are choosing the program you have chosen. This will be used if you are applying for Augie Choice.
8. **Submit the application as soon as it is complete.**
ALL PROGRAMS WHICH ARE OPEN ARE NOW FIRST-COME-FIRST-SERVED.
Once you have completed the application, including any essays, be certain to hit the **SUBMIT APPLICATION** button. Your application will only be sent for approval if you hit this button. If you have indicated that you wish to use Augie Choice funds, an Augie Choice application will appear now. You can complete the application now or later.
9. **Turn in a check for the \$300 program deposit to the Business Office.**
Your deposit should be a check, made out to “Augustana College” and with the name of the program written on the memo line of the check. When you turn in your deposit you will be given a copy of the Refund & Withdrawal policy and you will be asked to sign a verification form to confirm that you have received this policy form. Only students who have completed an online application and who have turned in a verification form to the Business Office when they made their deposit will be eligible for program selection.

Augustana College International & Off-Campus Programs

Withdrawal and Refund Policies

This document serves as your receipt verification for a deposit of \$300 towards an International or Off-Campus study program offered by Augustana College. The policies outlined below apply to this program and any potential refund of these deposited funds or later payments for program charges will follow the guidelines outlined below.

1. A full refund of the \$300 deposit will be returned to any student not accepted to the program to which they have applied.
2. A refund of \$270 will be given to any student accepted into a program who then withdraws prior to the first program payment date. \$30 is retained to cover administrative costs for program registration.
3. All students are expected to make a payment by the **first payment date**, even if financial aid will cover significant portions of the program charge. Students who fail to make a payment by the first payment date can be withdrawn from the program roster. Your billing statement will indicate the total to be deposited with Augustana for each billing date.
4. As of the **first payment date**, the college will make nonrefundable deposits for airfare or other program expenses, funds which are not recoverable should a student withdraw. For this reason a full refund is not possible after this date unless a student is replaced by another student from a program waitlist. In cases where a student from the waitlist replaces the withdrawing student, the withdrawing student will be eligible for a refund of all deposited funds minus the \$30 administrative fee cited in section 2 above.
5. If there are no students on the wait list to replace the withdrawing student, the withdrawing student will receive all monies minus a) any non-refundable costs already expended on his or her behalf and b) any portion of the “fixed costs” of the program (i.e., those costs which are shared by the whole group rather than based on individual participation). This can be a significant portion of a program’s cost and may exceed the portion of the total payment which was due as of the first payment date.
6. In the event that a student withdraws from the program after the **first payment date** but has failed to make the payment required, that student will be billed for the total of nonrefundable charges and shared costs as outlined in sections 4 and 5 above. Failure to deposit funds representing these charges, as cited above, can lead to an administrative block on college functions, such as registration or sending official transcripts to employers or graduate schools, until such time as the debt is paid to Augustana College.
7. There is no change to this policy at later payment dates, except that the charges deemed to be nonrefundable are likely to increase as a program nears its departure date
8. Students who are withdrawn from a program prior to departure by Augustana College due to a change in their academic eligibility are treated as any other withdrawal and these students are responsible for all program fees or charges as outlined above. This includes any student whose cumulative GPA drops below minimum program requirements, students who are put on probation due to honor code violations or who are deemed unfit to travel by the Dean of Students Office due to disciplinary concerns.
9. In the event that a student must end participation in the program at some time during the term due to health reasons, the college would retain an amount to cover the non-refundable costs already expended on behalf of that student as well as the student’s portion of the “fixed costs”.

Program Payment Dates

Program Payment Dates are dependent upon the program departure date and program type. Please review the options below for the appropriate dates for your program.

PROGRAM	1ST DUE DATE	2 ND DUE DATE	FINAL DUE DATE
Summer Program	March 15	n/a	May 1
Fall Term Abroad	April 1	May 1	July 1
Winter Term Abroad	May 1	September 15	November 15
Winter Break Program	July 1	n/a	September 15
Spring Break Program	September 15	n/a	January 15
Spring Term Abroad	September 15	November 15	January 15
Spring Course with Summer Travel Program	November 15	n/a	January 15

Program Withdrawal Procedures:

If a student chooses to withdraw from this program, they should send an e-mail message to both the program leader(s) and the Director of International and Off-Campus Programs (IOP). The withdrawal date will be considered the date when this e-mail request is received. Upon receipt of the withdrawal notice, the Director of IOP will contact the Business Office to authorize the appropriate refund.

Use of this Form

You should retain this form in your records. You should also share this form with your parents and/or guardians so that all financial responsibilities are understood.

An electronic copy of this document is available on your program account at Augustana's Studio Abroad Website. You will be provided with access to this website when you receive confirmation of your acceptance into an Augustana International & Off-Campus Program.

A separate form, confirming that you have received and understood this document must be signed when you turn in your deposit.