

“MOBILITY” STUDY ABROAD/CONSORTIUM AGREEMENT

STUDY ABROAD DISBURSEMENT REQUEST FORM

This form must be completed by the student in order for the home institution (**County College of Morris**) to process Federal, State and Institutional aid, based on your enrollment at an “approved” foreign institution.

Please read and sign the colleges’ financial aid procedures, agreement, terms and conditions on the back of this page.

Student Information- Please Print:

Name of Student: _____ CCM ID#: _____

Home Address: _____ E-mail: _____

Study Abroad Address: _____

Dates of Enrollment: From _____ to _____ Term: _____ Major: _____

Enrollment: 12 or more ____ 9-11cr ____ 6-8cr ____ 3-5cr ____ other ____ **Academic period (2011/12):** _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE HOME INSTITUTION (CCM)

TITLE IV AID INFORMATION- FINANCIAL AID OFFICE USE ONLY:

Pell Grant \$ _____ Federal Stafford Loan \$ _____

SEOG \$ _____ Federal Unsubsidized Loan \$ _____

Other Aid \$ _____ (indicate type) _____

Pell Grant cost of attendance for the academic year: _____

Institutional (*mobility*) budget for campus-based financial aid for the period of enrollment: _____

Total number of credits enrolled for: Fall: _____ Spring: _____

Dates/terms of enrollment: Fall: _____ Spring: _____

“FOREIGN” HOST INSTITUTION INFORMATION- **Completed by CCM Study Abroad Adviser:**

Name of Foreign School Contact: _____

Telephone number: _____

Foreign School Name: _____

Address: _____

****CCM-Study Abroad Adviser Signature:** _____ **Date:** _____ **Ext.** _____

“MOBILITY”
STUDY ABROAD AGREEMENT PROCEDURES

Students wishing to study at another institution, as part of their program of study at County College of Morris should follow the steps outlined below.

The fully executed Study Abroad Agreement, and all paperwork (processed FAFSA, verification requested items- i.e. Copy of filed tax forms, proof of citizenship, worksheets etc.) related to the determination of financial aid, must be completed and received by the Office of Financial Aid, at least 30 days prior to the enrollment period in which you plan to study abroad.

- a) Obtain a brochure or written documentation outlining the (*external*) course/s you are interested in. **Contact the **Study Abroad Advisor: Professor, James Hart • Phone: 973-328-2486 • Office location: DeMare Hall, Room DH-207 and request approval for your planned courses.** This form must be submitted for completion by Professor, Hart or designee and returned to the Financial Aid Office for final verification and approval that the below student named, will receive full credit(s) towards s/her degree at CCM for all credits taken at the foreign school.
- b) It is very important that any financial aid application materials or request’s for additional information by the office, are received prior to traveling. If all documents are not received, it will delay the crediting of funds, which may lead to late CCM penalty charges. **Late payment charges accessed by the college’s bursar will be your responsibility before departing.**
- c) You should make payment arrangements with your Host Institution. If the Host Institution is willing to defer any or all of the direct tuition cost, based on expected financial aid. Please note that CCM Bursar Office will not process your refund, until your class attendance has been verified and aid has been credited to your CCM account.
- d) The Office of Financial Aid recommends that you also make arrangements prior to leaving the US with a family member (*suggested*); allowing them the ability **“power of attorney”** to endorse and deposit your check, while you are abroad.
- e) The above process ‘c’ and ‘d’ involves the receipt of all external funds, federal stafford loan- **Electronic Fund Transfer** to the college (*if applied*). The receipt of proof that you are/were in attendance, must be verified by CCM Study Abroad Advisor. **Make sure the Bursar and the Records/Registration Offices have your ‘current’ US address and telephone number while abroad.**
- f) **Once your attendance is verified, your aid will be disbursed. In the event you are expecting a refund from CCM, based on your financial aid; a refund check will be mailed to you (US address) in approximately two (2) weeks after aid has been credited by the Bursar’s Office (973/328-5115 or 5117).**
- g) Your financial eligibility will be reviewed based on the actual or anticipated costs of the “Mobility Program”. **Financial aid adjustments may be made, depending on cost of the mobility program.** The financial aid staff will continue to work with you to determine what aid, if any, is approved prior to your departure.
- h) Upon completion of the program, you must have an official academic transcript sent from the Foreign Institution to the Office of Records and Registration - County College of Morris.

I _____, have read and understand all of the above terms and conditions and agree to follow the rules as outlined by the County College of Morris and the Host Institution.

Print Name	CCM ID#	Anticipated enrollment period
Signature	Date	
Telephone (US)	(Foreign)	
E-mail		
USA Contact- Name and Phone number (Emergency)		