

NON-CALVIN OFF-CAMPUS PROGRAMS

Instructions for completing the Preliminary Application for Off-Campus Study

This preliminary application is for NON-CALVIN PROGRAMS.

Complete this form only if you plan to participate in a program that is *not* sponsored by Calvin College.

Why is a preliminary application required?

Students who wish to participate in off-campus study programs must be approved by the college regarding both academic and social suitability. This preliminary application is designed to ensure that you have all the necessary approvals and that the credits you will receive have been agreed to by the appropriate offices and departments.

What to Do:

- Gather program information. Be sure to check application deadlines, since they vary by program. Leave enough time for approval of this preliminary application before your program application is due. The preliminary application is reviewed by the Registrar, Financial Services, Financial Aid, Student Life Office, and Off-Campus Programs. The process normally takes 1-2 weeks, so you should give yourself time to complete this process and still make the program application deadline.
- If you will be applying to a Level III program (see list on following page),** find the program costs on the program's website and print out that information. If you cannot locate the cost figures, contact the program's office for assistance. You must include a copy of the cost information with your preliminary application when you turn it in to the Off-Campus Programs Office.
- Consult advisor concerning the credits in the proposed program. You should also confer about the courses to take in the semester *after* your off-campus study, since you will be gone during the next advising period.
- Get the department chair's approval for any of credits to be applied to your major(s) and/or minor(s).
- Complete the conduct record section.
- Return the preliminary application to the **Off-Campus Programs Office** (HH322).

If you have been approved for study off-campus, you will be notified via a memo from the Off-Campus Programs Office. You may then apply to the program you wish to attend. If you have not been approved, you may appeal the decision; see the Off-Campus Programs Office for more information.

Policies you should be aware of:

Grounds for Disapproval based on Conduct Record

Students placed on personal probation will be denied participation in semester off-campus programs for a period of 12 months from the date of their sanctioning. Students placed on disciplinary probation will be denied participation in off-campus programs for a period of 18 months from the date of their sanctioning.

Exceptions may be made by joint approval of the Director of Off-Campus Programs and the program director after review of the student's conduct file.

Credit and Grades

Courses taken in non-Calvin programs, with the exception of the Chicago Semester, are treated as transfer credits & grades. Therefore such grades are recorded but not included in the student's GPA and no credit is given for a course in which the grade is lower than "C." Inquire at the Registrar's Office for questions related to grading policies.

Financial Aid Information for Non-Calvin Off-Campus Programs

Charges:

- If the cost of a student's off-campus semester is *less* than the tuition cost of the same semester at Calvin, the student will pay Calvin's tuition and a \$150 administrative fee.
- If the cost of an off-campus semester is greater than the tuition cost for the same semester at Calvin, the student will pay the actual cost of his/her off-campus semester and a \$150 administrative fee.

Financial Aid Eligibility:

Level I. Students in Financial Aid Level I programs remain eligible for Calvin financial aid at the same level as if they were on campus. Level I programs include:

- Chicago Semester
- Central College –Vienna (only)
- Japan Center for MI Colleges and Universities
- Dordt College Netherlandic Studies
- College Year in Athens
- SPEAK

Level II. Students in Financial Aid Level II programs remain eligible for up to 50% of their Calvin financial aid. Level II programs include:

- Budapest Mathematics
- Central College – Leiden (only)
- Creation Care Studies Program
- Daystar University
- All CCCU programs except Washington, DC, Uganda, and China; CCCU partner program in Australia only by appeal.
- Hong Kong Baptist University
- Jerusalem University College
- Oregon Extension
- Hogeschool Zeeland

Level III. Other programs - **Those participating in a program not listed above** are NOT eligible for Calvin financial aid, **but remain eligible for state and federal grants and loans if enrolled through Calvin.** Students participating in a Level III program are **required to submit cost figures along with their preliminary application.**

Requirements:

To be eligible for an off-campus grant a student must have completed the following:

Filled out this preliminary application.

Filled out a FAFSA and a Calvin Supplemental Form or a Canadian Financial Aid Form – available in the Financial Aid Office.

If you have additional concerns regarding your financial aid, please schedule an appointment with a financial aid counselor in the Financial Aid Office.