

Study Abroad Letter of Understanding

I understand that...

Eligibility

- _____ I must have a declared major in order to study abroad. [Note: Does not apply to IWU London and IWU Spain students.]
- _____ I may not be on academic probation.
- _____ I may not be under any disciplinary sanctions by the Dean of Students Office. If I am found in violation of the Student Code of Conduct before the start of my program, I must report this to the International Office and my study abroad program or permission to study abroad may be revoked.
- _____ My account with IWU must be paid and up to date.

Academics/Credits

- _____ I must maintain full-time student status with my program and I must consult with my program to determine how many classes I need to take to be considered a full-time student. Under no circumstances may I drop below 12 semester hours of credit or I will no longer be considered a full-time student. [Note: Does not apply to summer study abroad.]
- _____ I must take my courses for a letter grade, and those grades will transfer back to IWU and be calculated into my cumulative GPA.
- _____ If I do any coursework at a host university, I must sit at the regularly scheduled time for all required final examinations. This may affect the end date of my study abroad program.
- _____ I must have my courses approved by my advisor and return the Course Approval Form (CAF) to the International Office by the designated date. [Note: Does not apply to IWU London and IWU Spain students.]
- _____ If I wish to use any courses to fulfill major, minor, or General Education requirements, those courses must be approved on my CAF by the appropriate department chair, school director, or program coordinator. [Note: applies to IWU London and IWU Spain students only if seeking major or minor credit.]
- _____ Course schedules may change and if I am unable to take the courses listed on my CAF, I must contact the International Office, my advisor, and the appropriate department chair, school director, or program coordinator for course approval.
- _____ A course must carry the equivalent of 3 semester hours of credit/0.75 IWU units in order to fulfill a major, minor, or General Education requirement or to count as a course at IWU.
- _____ It is my responsibility to understand how the units from my study abroad program correspond to IWU units.
- _____ It is my responsibility to understand how my study abroad coursework fits in to my degree requirements.
- _____ I am responsible for getting my transcript from the program to IWU. If I have any outstanding bills with my program, my program will not issue a transcript for my study abroad course work. As a result, I may not be able to register with my class and I may not be able to graduate on time.

Costs/Billing

- _____ The tuition cost for semester and AY study abroad is the regular IWU tuition or the program's tuition, whichever is higher.
- _____ IWU will apply any applicable financial aid to that tuition bill, and then will forward the balance to me, my parents, or my guardian. [Note: IWU does not bill for summer programs.]
- _____ Room and board charges are billed by my program directly to me, my parents, or my guardian. [Note: Room and board charges for IWU London, IWU Spain, and the AUI Exchange will be billed by IWU; room charges for the Pembroke Program and Lingnan Exchange will be billed by IWU.]
- _____ It is my responsibility to understand the cost of my study abroad program and to keep up to date on any fee increases by checking the program home page.
- _____ I must report any additional scholarships I receive to the International Office and the Financial Aid Office. [Note: Does not apply to summer study abroad.]

General Study Abroad

- _____ I must attend the mandatory predeparture meeting or permission to study abroad may be withdrawn.
- _____ I must return the signed Waiver to the International Office by the designated date or permission to study abroad may be withdrawn.
- _____ I must return the Medical Information Form to the International Office by the designated date or permission to study abroad may be withdrawn.
- _____ I must complete and submit the IWU Study Abroad Financial Aid Form, along with a printout of my program's comprehensive and expected costs, to the Financial Aid Office by the designated date or permission to study abroad may be withdrawn. [Note: Does not apply to IWU London, IWU Spain, Pembroke Program, and summer study abroad.]
- _____ I am responsible for obtaining a passport and, if necessary, a visa to enter my host country.
- _____ All electronic University communications will be sent to me via my IWU email account. I must therefore check my email regularly both while here and abroad and must keep the account clear.
- _____ I must supply my abroad mailing address to the International Office within a week of the start of my program.
- _____ I must follow the rules of conduct of my abroad program and the laws of my host country. Any disciplinary actions that are reported to IWU may result in disciplinary action upon my return.
- _____ I must also follow the Policies and Regulations outlined in the IWU Student Handbook while abroad. Any violation of those policies may result in disciplinary action upon my return.
- _____ I must complete a program evaluation upon my return. An online evaluation is available on the International Office webpage.