

STUDY ABROAD & STUDY AWAY AGREEMENT (SASAA) Student Checklist for Financial Aid

Study Abroad/Study Away Agreement is an agreement that allows you to receive the same federal, state and/or institutional financial aid that you would receive as if you were attending The Citadel. **SASAA** exists between you as a Citadel student, The Citadel Registrar, the registrar of a host college/university and The Citadel Office of Financial Aid. Having a completed and approved **SASAA** grants students permission to enroll in courses at a host Institution and to transfer those completed credits back toward their degree program at The Citadel. This contract provides for full consideration of federal aid eligibility.

- The **SASAA** is good for one semester at a time and paperwork must be submitted in advance of each semester.*
- The **SASAA** certifies one institution as the “Host Institution” and the other as the “Home Institution.” The Citadel is your Home Institution if you are fully enrolled here to earn a degree. The Host Institution is where you temporarily take courses to earn credits for transfer back to The Citadel.
- The **SASAA** is comprised of three forms that must be completed, signed, submitted, and approved. Students with an approved **SASAA** are entitled to all federal financial aid during that corresponding semester.
- Repeating, dropping, or withdrawing from a course can adversely affect federal financial aid eligibility in a current or future term. Federal aid only pays for one repeat of a passed course. Course credit load adjustments may result in financial aid adjustments. Students may have limited eligibility when adding classes and may lose all/partial eligibility when reducing hours.
- Per federal and state regulations, The Citadel is required to monitor each student for Satisfactory Academic Progress (SAP). SAP includes all courses approved through the **SASAA**. Please review The Citadel’s SAP policy on The Citadel Office of Financial Aid webpage (under “General Financial Aid”). **NOTE:** An official Host Institution academic transcript must be forwarded to The Citadel Registrar’s Office immediately at the close of each academic term or academic year that you are enrolled.

*Please complete all paperwork well in advance. Check with The Citadel Office of Financial Aid early to be certain that your requirements have been satisfied. It is important to meet all payment deadlines. Be certain to contact The Citadel Office of Financial Aid, to confirm that your **SASAA** has been approved and your federal financial aid is awarded in a timely manner.

CHECKLIST

_____ 1). **Registrar Permission:** Complete an application for study abroad online with the Study Abroad Office (<http://citadel.abroadoffice.net>). Once approved to study abroad/study away, you must complete The Citadel’s [The Citadel Transient Permission Form](#). Please upload, fax or email a copy of the completed form to your Study Abroad account. If you are studying away and did not have to complete the online application process with the Study Abroad office, please forward this form to The Citadel Office of Financial Aid.

_____ 2). **Budget Worksheet:** This form is available in The Citadel Office of Financial Aid and on the Study Abroad online application. Forward the worksheet to your program before your departure date to assure the cost of the program will be covered by your financial aid. Please upload, fax or email a copy of the completed form to your Study Abroad account and The Citadel Office of Financial Aid.

_____ 3). **Certification of Enrollment:** This form is available in The Citadel Office of Financial Aid and on the Study Abroad online application. This form should be completed by a certifying official once you have arrived to your program. Please upload, fax or email a copy of the completed form to your Study Abroad account and The Citadel Office of Financial Aid.

NOTE: Federal regulations prohibit The Citadel from disbursing financial aid funds before attendance begins in the study abroad program. Once The Citadel Office of Financial Aid receives all required documents, funds will be disbursed to your Citadel account. Refund checks are mailed to your permanent address or direct deposited into your bank account on file. You are responsible to meet all Host Institution payment deadlines. The Citadel does not transfer funds to your Host Institution.