

STUDENT INSTRUCTIONS

Study Abroad / Class Trip For Credit

1. The trip must meet certain criteria to qualify for financial aid as determined by federal regulations.
2. You must provide a memo from the instructor verifying you will be participating in the study abroad/class trip.
3. You must provide a budget for the trip that includes destination; all costs – including tuition, the dates for the trip, and how many credits you will receive for completion of the trip. If the trip is not through CCSA or KIIS, the instructor should contact Donna King for instructions on additional information that is required.
4. You must complete a study abroad / class trip for credit direct loan processing form available from the Office of Enrollment Services, 100 Admissions Center.
5. If you fail to attend the trip, all financial aid / loans received must be repaid to MSU immediately. This includes a trip that is cancelled for any reason.
6. You must obtain all necessary documents (memo, budget, and loan application), then call 783-2000 to schedule an appointment with your counselor to determine your financial aid eligibility. Students should bring all documentation above to the appointment.
7. Financial aid available may include Perkins Loans, Direct Loans, Parent Plus Loans, or Alternative Loans (through private lenders). Eligibility must be determined by the Office of Enrollment Services.
8. Your instructor will be required to verify completion of the study abroad/ class trip for each student who applies for financial aid.

Any questions should be directed to Office of Enrollment Services, 100 Admissions Center, 783-2000, or e-mail finaid@moreheadstate.edu