

V. Finances

A. FINANCIAL AID POLICY AND STUDY ABROAD

1. Students must enroll for a full course load for a semester, or a year of academic work, according to the standards of the planned study abroad program; that is, academic work that will equal a minimum of four Swarthmore credits each semester (see *the Financial Aid Handbook*).
2. On Swarthmore's *Application for Pre-estimation of Credit* form, students must obtain faculty signatures estimating no fewer than four credits for the academic work performed abroad each semester.
3. For each semester abroad students must register for and complete coursework that was pre-estimated to be at least four credits at Swarthmore. If need be, students should be prepared to use the "Extra Work Credit Added Option" if approved by academic departments, to fulfill this requirement.
4. Students are normally not allowed to have incompletes on their Swarthmore academic record prior to participation in study abroad.
5. Upon return, all courses for which a US grade equivalent of straight C or better is earned must be evaluated for credit toward the Swarthmore degree.
6. Students must complete the accreditation process immediately upon return to Swarthmore, following study abroad.
7. Financial aid consideration is possible only during a normal eight-semester Swarthmore program of study and only if the student earns at least four credits each semester. Students must return to Swarthmore on schedule for the eight-semester graduation timetable. If this condition as well as those stated above is not met, continuation of financial aid will be in jeopardy.

B. PAYMENT PLAN

1. Students who study abroad and wish to receive credit for it toward the Swarthmore degree will pay to Swarthmore, for the semester or year abroad, the full cost of Swarthmore tuition, room, and board. Swarthmore will pay program tuition, room, and board on the student's behalf. The student activity fee is not charged. If room and/or board are not fully provided by the program, an appropriate amount will be provided to the student to meet this expense. Swarthmore will pay for any portion of round-trip travel not covered by the program according to established practice for determining the appropriate travel budget.
2. The payment schedule for study abroad is the same as the College payment schedule for semesters in residence. Please call the Office of Student Accounts (610 328-8394) for more information.
3. Students are responsible for paying any refundable program deposits.

4, As soon as Swarthmore makes a non-refundable payment on the student's behalf to a study abroad program (e.g., application fee, deposit, part or full payment for tuition and/or room and/or board and/or any other program costs), or obligates same, and/or as soon as Swarthmore has paid for round-trip travel in association with study abroad, the student is obligated either to pay the College full Swarthmore tuition, room, and board for the semester or year abroad (less whatever may be covered by financial aid), or in the case of withdrawal to pay to Swarthmore the unrecoverable portion of the paid out or obligated amount (see IV. C. Withdrawal/Refund Policy). Failure to meet this condition will comprise an unfulfilled financial obligation on the student's part to the College. So long as the obligation remains unfulfilled, the student may be denied re-enrollment by the College; the student's College transcript may not leave the Registrar's Office; and the student will not be permitted to receive a degree from Swarthmore College.

C. WITHDRAWAL/REFUND POLICY

1. If the student withdraws before the program begins, but after Swarthmore College has paid out or obligated money on his or her behalf, the student must repay the College the unrecoverable portion of the paid out and/or obligated amounts, and must repay any travel and/or meal and/or lodgings allowance that has been advanced, before he or she will be permitted to re-enroll at the College, receive an official transcript, or be graduated from the College. Financial aid will not be available for this purpose.

2. If the student withdraws after the program is underway, any adjustment of billed tuition, room, and board, due to involuntary or voluntary withdrawal can only be made after all financial obligations due the abroad program have been satisfied, as verified by Off-Campus Study. Once the unrecoverable portion of the paid out and/or obligated amounts have been met (these include but are not limited to the payment of tuition, room and board and travel allowances), College charges will be reduced in a manner consistent with the charge reduction/withdrawal policy for tuition, room, and board set forth in the Swarthmore College Bulletin. If the student has received a cash advance for meals and/or lodgings and/or round-trip travel expenses, the unused part must be returned to the college before the student will be permitted to re-enroll at the college, receive an official transcript, or be graduated from the College.

3. If the student is required by the College for any reason to withdraw from the Semester/Year Abroad Program and/or to withdraw from Swarthmore College before or after being accepted by a study abroad program, the student will be ineligible to participate in the Semester/Year Abroad Program until and unless readmitted to Swarthmore. In this event, the student will be obliged to pay to Swarthmore the unrecoverable portion of any amount paid or obligated on his or her behalf by Swarthmore to a study abroad program. Failure to do so will comprise an unfulfilled financial obligation on the student's part to the College. So long as the obligation remains unfulfilled, the student will be denied re-enrollment and will not be allowed to graduate from the College, and the Registrar's Office will not release the student's transcript.

D. BUDGETING WHILE ABROAD

1. **Obligatory Expenses:** Some programs provide you with lodging and all of your regular meals. If you attend one of these programs, you will not have to do any

budgeting for room and board. Other programs will require you to make some or all of the payments for food or lodging, or both. In all such cases, an amount of money adequate for these payments will be provided for you in advance, either by the program or by Swarthmore College, or both.

When planning your budget, please note that in some cases, e.g., break period(s) expenses for room and board are not covered by Swarthmore College. If money for room and/or board expenses is advanced to you, it is imperative that you understand clearly in advance what your obligatory expenses will be, how much money you have to meet them, and how long this money has to last. For example, you may attend a program that provides breakfast and dinner, and gives you a cash allowance to buy your own lunch. You have to work out the relationship between the size of the allowance and the number of lunches over the time period involved. Or, lodgings are provided for you, but you are required to provide all of your meals for yourself out of a cash allowance. Or, you are expected both to rent lodgings and pay for your meals out of a cash allowance. In all such cases, it will be your responsibility to work out the budget for the time period involved.

2. Refundable Deposits: Some programs may require of you a refundable room/security deposit. Refundable security deposits are not covered under the Semester/Year Abroad Program; you must pay this out yourself. Check with your program regarding the amount of the deposit and conditions for full refund when the program is completed.

3. Discretionary Expenses: These expenses include toiletries and other personal items, gifts, recreation and entertainment, shopping and vacation travel. This comes out of your own pocket, just as it does while you are at Swarthmore. A few important points here: First, it's important to know at the beginning of your stay abroad how much you can spend, total, on discretionary expenses. Second, for 'musts' (e.g., toiletries), make it a point to learn where local people shop for these items, and do your shopping there. Be willing to purchase local products that are comparable to those you use at home. If you are someplace where the cost of living is significantly higher than here, pick and choose your activities carefully, in line with your budget. Consider purchasing an International Student I.D. Card to help you with discounts (sold by the Off-Campus Study Office). Rules of thumb: if you are attending a university, the recreational practices of university students from the host country will usually be affordable by you. This should also be the case if you are staying with a host family or if you participate in program-recommended activities. If you go to those places in your city or locale where lots of Americans hang out you may expect to spend a lot more.

4. Additional Expenses: Some of the items that you will need to budget for that are not paid for by Swarthmore College are books, printing costs, gym memberships, memberships in student organizations, bedding, visas, and travel immunizations and medications. Please note that for those students who receive financial aid from Swarthmore College, the allowances that have been allocated for books and personal expenses at Swarthmore still apply.

5. How Much Money Will You Need? If you are going to have obligatory expenses, as described above, it should be clear to you before you go what they will be and how you will be provided with the funds to meet them. For discretionary expenses, normally your program can advise you very specifically about this. This advice will be informed by the standard of living that the program deems suitable for its participants. If you can afford items like travel beyond what the program provides, shopping, meals out, recreation, etc., this is up to you.

6. Budgeting: A budgeting guide is provided in the appendix. This will help guide you as you plan your finances for the semester or year abroad.