PRE-APPLICATION FOR OFF-CAMPUS STUDY

DEADLINE: December 1 for participation in the following academic year (Fall or Spring)

Return the completed form to Burt Rozema, Off-Campus programs office – Groot Hall, 1st floor, Rm 160

Student Name (Print): ______________________________________________________________________

Local address: ____________________________________________________________________________ Zip____________

Email: _______________________________________________________________________________ Phone # _______________________

Majors(s) ___________________________________________ Minor(s) ________________________________

Off-Campus Program Name: ______________________________________________________________________

Semester of planned off-campus study: Year ______ (circle) Fall or Spring

Class level during planned off-campus study (circle) SOPH JUNIOR SENIOR

List the courses you are tentatively planning to take on this program

Courses:                                                                                               Courses:

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

These courses will be used to fulfill: ___ Core Requirements ___Major ___Minor ___Electives

The courses listed are approved for the major/minor requirements. ____No ___Yes

Academic Advisor Signature X______________________________________________________________

I have been disciplined by a member of the Student Development Office (a Dean or Residence Director) for an infraction of campus regulations. ____No ___Yes

Student Signature X_________________________________________________________ Date: _____________

Have you participated in a previous Off-Campus program? ____No ___Yes

Where? ___________________________________________ When? __________________

Financial aid office signature X__________________________ Approved for FA? ____No ___Yes

Financial aid status: ____100%   ____50% TCC aid eligible   ____Program not eligible for TCC aid
1. Gather information about the program in which you plan to enroll. Check the application deadline.
2. If your program is NOT a Trinity SPONSORED or ENDORSED program (as defined in the box below), make a copy of the program information and attach it to your application.
3. The deadline for preliminary applications is December 1 of the academic year prior to the academic year of program attendance.
4. Consult with your advisor concerning the credits to be earned in the proposed program. You should also confer about which courses you will take in the semester after your off-campus study.
5. If you expect to apply any of the credits of this program to your Trinity major or minor, get the approval of the department chair.
6. Have the financial aid office sign your application.
7. Turn in this preliminary application to Burt Rozema, Director of Off-Campus Programs, located in Groot 160 (in the Registrar’s suite), who will review your preliminary application and send you an email informing you of the status of your application in late December or early January. You may then proceed with application to the program you have approval to attend.
8. If after submitting this preliminary application you decide that you will NOT be studying off-campus, please let Burt Rozema know immediately (ext. 4760 or burt.rozema@trnty.edu)
9. Students who enroll in a study abroad program are required to make payment in full for tuition, room and board, and travel expenses before they attend the program.
10. Students who have been placed on disciplinary probation may be denied participation in semester off-campus programs for a period of 12 months from the date of the disciplinary action. Exceptions may be made by joint approval of the Dean of Students, Director of Off-Campus Programs, and the program director after review of the student's disciplinary record.

Guidelines for Off-Campus Programs and Financial Aid

Trinity SPONSORED off-campus programs: Students enrolling in Sponsored Programs (Chicago, China, Ecuador, Netherlands/CHE, Oman, Paris, Romania, or Spain) may have 100% of their Trinity institutional financial aid applied to their program fees.

ENDORSED off-campus semester programs: Students attending a Trinity ENDORSED off-campus semester program (for list see http://www.trnty.edu/offcampusprograms.html) are eligible to receive up to 50% of their Trinity financial aid, up to a maximum of $2,000. Exception: If participation in an endorsed off-campus program is a requirement for a Trinity major, minor, or concentration, then 100% of Trinity financial aid may be applied. See Director of Off-Campus Programs for details.

OTHER off-campus semester programs: Trinity students attending other off-campus semester programs (neither sponsored nor endorsed) may not apply any of their Trinity institutional financial aid to these other programs.

Attending a SECOND off-campus program: Trinity students who attend a second off-campus semester program may not apply their Trinity institutional financial aid to the subsequent program(s), with these exceptions: (1) If the second program is a Sponsored Program (Chicago, China, Ecuador, Netherlands/CHE, Oman, Paris, Romania, or Spain), then 50% of Trinity financial aid for the given semester may be used, up to a maximum of $2,000. (2) If the second program is required for a Trinity major, minor, or concentration, then 50% of Trinity financial aid may be applied, up to a maximum of $2,000. (3) If a student attends Semester in Spain for a second semester, 100% of Trinity financial aid may be applied to both semesters.

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