



OFFICE OF FINANCIAL AID & SCHOLARSHIPS

STUDY ABROAD & STUDY AWAY Student Checklist for Financial Aid

A **Study Abroad/Study Away Agreement (SASAA)** is an agreement that allows you to receive the same federal, state and/or institutional federal 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. A completed and approved **SASAA** grants students permission to enroll in courses at a Host Institution and to transfer those completed credits back toward his/her degree program at The Citadel. This contract provides for full consideration of federal aid eligibility.

- A **SASAA** is only good for one semester at a time, so 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 serves as your Home Institution if you are fully admitted here to earn a degree. The Host Institution is where you temporarily take courses to earn credits for transfer back to your Home Institution, The Citadel.
- A **SASAA** is comprised of three forms that must be completed, signed, submitted, and approved. Students with an approved **SASAA** are entitled to their federal financial aid eligibility 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 load adjustments may result in financial aid adjustments; students may have limited eligibility when adding classes and may be required to repay all or a portion of aid received for reducing hours depending on the date of withdrawal. This federal financial aid regulation includes all courses approved through the **SASAA**.
- Per federal and state regulations, The Citadel is required to monitor each student for Satisfactory Academic Progress (SAP). SAP includes all courses approved through a **SASAA**. Please review The Citadel’s SAP policy on The Citadel Office of Financial Aid webpage (under “General Financial Aid”).

*Please complete all paperwork well in advance. Check in with The Citadel Office of Financial Aid early to be certain that your requirements have been satisfied. It’s 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 Multicultural Student Services & International Studies (MSSIS) Office. Once approved to study abroad/study away then complete The Citadel’s [Application to Take Courses at Another College \(Cadets & Day Students\)](#) or [Permission to Take Courses at Another Institution \(Citadel Graduate College\)](#). A copy of the completed form should be uploaded to your MSSIS account. If you are studying away and did not have to complete the online application process with the MSSIS office, please forward to The Citadel Office of Financial Aid.

_____ 2) **Budget Worksheet:** This form is available in The Citadel Office of Financial Aid and on the MSSIS online application. Forward the worksheet to your program before your departure date to assure the cost of the program will be covered by the financial aid. A copy of the completed form should be uploaded to your MSSIS account, faxed or e-mailed to The Citadel Office of Financial Aid.

_____ 3) **Certification of Enrollment:** This form is available in The Citadel Office of Financial Aid and on the MSSIS online application. This form should be completed by a certifying official once you have arrived to your program. A copy of the completed form should be uploaded to your MSSIS account, faxed or e-mailed to The Citadel Office of Financial Aid.

Once The Citadel Office of Financial Aid receives all of the required documents, the funds will be disbursed to the student’s account and the Treasurer’s Office will process the refund for the student (a check will be mailed to the home address or direct deposited into the student’s bank account).

Federal regulations prohibit The Citadel from disbursing financial aid proceeds before the student actually begins the study abroad program. Therefore, please pay close attention to payment deadlines as they could occur before The Citadel can disburse financial aid.