

NIAGARA UNIVERSITY	POLICY AND PROCEDURE	Date: 1-20-12	No. P-
		Replaces: New	

SUBJECT: Study Abroad Exchange Student Eligibility

COVERAGE: Niagara University study abroad exchange programs where Niagara University students pay tuition to Niagara University and Niagara accepts a student from the partner university. Students from the partner university pay tuition to their home institution.

Exchange opportunities are limited to the following Niagara University partnerships:

- St. Mary's London (one position per year)
- University of the Sunshine Coast (one or two positions per year, dependent on the balance)
- Catholic University of Lille, France (balance not to exceed four positions ahead)
- University of Padua, Italy (balance not to exceed four positions ahead)

POLICY: Niagara University students applying for a study abroad exchange program must submit the following:

1. A completed Request for an Exchange Program to the Study Abroad Office.
2. Study Abroad Impact Statement (outlining personal, academic and career goals)
3. A Free Application for Federal Student Aid (FAFSA) to www.fafsa.gov by the following deadlines:

Fall	March 15th
Spring	October 1st
Summer	February 1st

Applications will be reviewed anonymously by the Study Abroad Exchange Program Committee and eligibility is determined based on the criteria of the partner institution and availability of position, financial need, grade point average and student exchange request including a statement describing how study abroad will impact their personal, academic and career goals. Assessment of Financial need is determined from the FAFSA. The number of available exchange positions varies by program and number of applicants.

PROCEDURE

RESPONSIBILITY

ACTION

Study Abroad Coordinator

- Reviews the availability of exchange positions and verifies this with partner institutions each semester.
- Forwards the Request for Exchange Program to the Associate Director of Financial Aid for verification of need.
- Sends student's application to the partner institution for review and acceptance.
- Creates a chart that outlines ranking of need, gpa and statement of impact for each applicant (applicant A, B, C, etc.)
- Convenes committee to review applications to rank applicants.
- After committee review, notifies students whether they qualify for the exchange.

Associate Director of Financial Aid

- Reviews FAFSA and sends determination of need to Study Abroad Coordinator.

Student

- Files the Request for Exchange Program, Statement of how study abroad will impact their personal, academic and career goals and the completed program application with the Study Abroad Coordinator by required deadline.
- Files FAFSA form at www.fafsa.gov by the Study Abroad Deadlines.

Exchange Committee

The committee shall include 3 faculty from different colleges, 2 staff, and the Study Abroad coordinator (as a non-voting member).