



## Information and forms packet

# **Study Abroad Consortium Agreement Graduate & Undergraduate**

Enclosed:

- Procedure for Students
- Checklist for Students
- Naropa Contact Information
- Procedure for Advisors
- Office of International Education (Study Abroad Advisor) Approval form
- “Consortium Agreement” form
- Registration form

# Registering for study abroad program -- Fact Sheet for Students

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## How Taking a Study Abroad Program through Consortium Agreement Benefits You

- You may take study abroad through another school and have the credits show on your Naropa transcript.
- Your place at Naropa is held while you Study Abroad.
- You can get Federal financial aid for your Study Abroad Program.
- The credit hours for the classes you take abroad count toward the total number you need to get federal financial aid through Naropa.

## Getting started

- Start early – at least a year to a semester in advance! The process is not difficult but can be lengthy.
- Do the research. Start by speaking with the Study Abroad Advisor about your options and what programs are eligible. Except by special permission, the program *must* be based in a US school, be accredited and eligible for Title IV financial aid funds. Be sure you get copies of the programs and course descriptions before you speak with your advisor. Find out from the host school who your contact person is so when you or your advisors have questions you are speaking to the same person.

## Eligibility of Study Abroad Programs

- In order to participate in this consortium process, you must study abroad through an *eligible institution*. The Study Abroad Advisor will help you determine which institutions are eligible. Again, they must be a US school, accredited and eligible for Title IV financial Aid funds. Study Abroad Advisor has additional requirements to ensure that the program is safe and legitimate.
- Foreign universities are not eligible.

## Qualifying for Consortium Agreement

- Undergrads: You may only transfer in up to 60 credits from another school *including* those credits from this consortium agreement. For Grads the limit is six credits from another school.
- Courses taken at another school *must* count toward your degree at Naropa. Undergrads may not count these credits toward a major or minor. Your advisor will help you determine whether the courses you wish to take will count toward your degree.
- You must be in good standing at Naropa – you cannot be on disciplinary or academic probation or suspension.
- Your cumulative GPA must be 3.0 or higher.
- You cannot take courses for which the equivalent is offered through Naropa.
- You must be a graduate student, Junior or Senior to take a consortium agreement.

## Paying the bill

- Pay your bill at the host school. You will not be billed by Naropa for your courses taken at the host school, even though you are registered for these as “ISO.”
- If you are taking a full time course load abroad (12 credits for undergrads, 9 for grads) it is your responsibility to meet with Student Affairs for a bus pass and/or health insurance waiver. If you do not do this you will be charged for a bus pass and student health insurance. The waiver is **ONLY** applicable if you will **not** be taking classes at Naropa the entire semester.
- If you are taking classes at Naropa as well, you must pay for the classes before the deadline.

## **Financial Aid**

- If you are receiving financial aid from Naropa, your financial aid will be based on the cost of attendance abroad.
- You cannot use Naropa grants, scholarships or work-study to pay for your courses abroad. Speak with Financial Aid for questions regarding this.
- If you are taking at least a half-time course load either on campus or through the consortium, you will be eligible to be considered for Federal Pell grants (undergrads only) and Federal Stafford and PLUS loans.
- Inquire at the Office of Int'l Ed for information on outside scholarships.

# The Process

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**Starting this process a year early increases your chances of having a successful Study Abroad semester.**

1. Speak to the Study Abroad Advisor for help finding an eligible program. Begin filling out the Study Abroad Approval Form and get it approved by the Study Abroad Advisor. The program must be hosted by a US school.
2. Speak with the host school with which you hope to study abroad.
  - a. Obtain a description of the program and course descriptions for the courses you will take.
  - b. Obtain proof of Title IV Financial Aid eligibility and accreditation.
  - c. Find out the name and phone number of the person you should speak with at the host school for questions about the consortium agreement. This person may be in registration or financial aid.
  - d. Find out what other requirements there are for you to study abroad (vaccinations, visas, etc)
3. Speak with your advisor at Naropa.
  - a. Bring the **course descriptions, program description, proof of Title IV Financial Aid Eligibility, accreditation, and the name of the contact person** at the host school. **Also bring the Study Abroad Approval Form.**
  - b. Your advisor will check your eligibility and will help you fill out a consortium agreement form & sign it.
  - c. As you will be out of the country, determine how you will contact your advisor while you are gone. If you have concerns or questions, you will want to easily be able to contact him or her.
4. Apply directly to the Study Abroad Program at the host school.
5. Apply to outside scholarships for studying abroad (see Student Abroad Advisor for details).
6. Get the **Consortium Agreement signed** by the Associate Dean of Undergraduate Education, (Undergrads) or by the Chair of your Department (Grads) and by the Student Abroad Advisor.
7. Submit the **Consortium Agreement** to the host school for approval and signature. The completed Consortium Agreement form must be returned to Naropa University, Student Administrative Services (SAS).
8. When this is complete, you and your advisor will fill out and sign a Naropa registration form (ISO numbers).
  - a. Submit the **Registration Form, Completed Consortium Agreement Form, course descriptions, program description, proof of Title IV Financial Aid Eligibility, accreditation, and the name of the contact person** and **Student Abroad Approval Form** to SAS before the last day of drop/add. (Or be sure that they have been delivered to SAS).
  - b. SAS will register you in special "ISO" (individual study opportunity) courses that will hold your place at Naropa and allow you to receive federal financial aid.
9. Follow the instructions the host school gives you on how to register for their classes, when classes start, and other requirements.

10. If you are taking a full course load (12 credits for undergrads, 9 credits for grads) abroad, then meet with Student Affairs for a bus pass waiver and/or health insurance waiver.
11. If you decide to drop any of your courses at the host school, you must also drop your “ISO” courses through Naropa’s Web Registration system. Failure to drop those courses will result in an “F” on your Naropa transcript. Talk to your advisor about concerns about access to the internet while away.
12. At the end of the semester, it is your responsibility to request a transcript with your completed grades to SAS. The grade you receive at the host school will appear on your Naropa transcript. Failure to submit a transcript will result in grades of F in your courses. Transcripts are due by the grading deadline for the next semester. If you receive a transcript issued by a foreign institution, it is your responsibility to arrange and pay for it to be translated. This can be done through the World Education Services [www.wes.org](http://www.wes.org) for \$60 - \$180. See the Student Abroad Advisor for more info.

# Checklist

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- Speak with the Study Abroad Advisor for help finding an eligible program.
- Fill out Study Abroad Approval Form and get it approved by the Study Abroad Advisor. This is required to proceed with this process.
- Research the school to find out about the program, and who your contact person is. Obtain course descriptions, program description, proof of Title IV Financial Aid Eligibility, and proof of accreditation from the program.
- Meet with your advisor to determine whether the program you wish to take will be a good fit for your academic journey and fill out Consortium Agreement form.
- Apply to Study Abroad Program at the host school.
- Research Scholarship possibilities (see the Study Abroad Advisor).
- Obtain passport and travel insurance (required). Visa and vaccinations may be required.
- Obtain signatures from the Associate Dean of Undergrad Education (Undergrads) or the Chair of your Department (grads) and Student Abroad Advisor on Consortium Agreement Form.
- Send the Consortium Agreement to the host school for approval.
- Be sure these forms get to SAS before the last day of drop/add:
  - **Consortium Agreement**
  - **Study Abroad Approval Form**
  - **Registration Form** (with course descriptions, program description, proof of Title IV Financial Aid Eligibility and accreditation attached.)
- Confirm that you have been registered at Naropa for your consortium agreement courses by checking web registration. The courses will appear with the designator ISO (e.g. "ISO379").
- Register for your classes with the host school according to their directions.
- If you decide to drop any classes with your host school, also drop the corresponding ISO course through Naropa's web registration system before Naropa's drop/add deadline. Failure to drop the course(s) will result in a grade of F for that course.
- Pay your Naropa bill – the standard registration fee, student health insurance and a bus pass (unless you obtained a waiver). You will also need to pay on time for any courses that you are taking at Naropa.
- When you have completed your classes, order a transcript from the host school and have it sent to SAS at Naropa before the last day of drop/add for the next semester.
- Have transcript translated if issued by a foreign institution

## *Contact information for you to keep*

**Take this information with you while you are abroad**

### **Student Administrative Services**

Naropa University  
Student Administrative Services  
2130 Arapahoe Ave  
Boulder CO 80302

Registration email: [regist@naropa.edu](mailto:regist@naropa.edu)  
Financial Aid email: [finaid@naropa.edu](mailto:finaid@naropa.edu)

Ph: 303-546-3500

Fax: 303-546-3536

### **Study Abroad Advisor**

Andrea Bontrager  
303-245-4658  
[studyabroad@naropa.edu](mailto:studyabroad@naropa.edu)

### **Translation Service**

World Education Services [www.wes.org](http://www.wes.org)

**My Advisor's Number and email** \_\_\_\_\_

# Study Abroad Consortium program: Advisors' Process

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1. Eligibility
  - a. Check to make sure the student will not exceed 60 transfer credits for undergrads or 6 credits for grads. Consortium agreement courses apply the same as transfer credit, even though the student is registered as ISO at Naropa.
  - b. The Student Abroad Advisor will determine the eligibility of the host school but you should also confirm that the host school is eligible for Title IV Financial Aid and is accredited in the US.
  - c. ISO courses do not count towards a student's major or minor but *must* count toward the degree.
  - d. Student must be a junior or senior.
2. Approval
  - a. The Student Abroad Advisor must sign agreement and risk management form **before** you approve this student to study abroad.
  - b. Advisor must sign consortium agreement.
  - c. Associate Dean of Undergraduate Ed (Undergrads) or Department Chair (Grads) must sign consortium agreement.
  - d. Student must receive approval & signatures from host school on the consortium agreement form. This form and the Risk Management Form must be returned to Student Administrative Services before the student can be registered in ISO classes.
3. Fill out a Naropa Registration form with course titles and number of credits. Please indicate which core area the student would like each course evaluated for (see form). Registration will call student if there are any discrepancies.
4. Send registration form to Student Administrative Services before the last day of drop/add. SAS will register the student in the ISO courses.
5. Students will be charged the regular \$250 registration fee, \$20 per credit hour in processing fees, a bus pass and student health insurance. If the student will be out of the country for the entire semester and is taking no Naropa classes, the student should apply for a bus pass and student insurance waiver through Student Affairs.
6. Financial Aid will be based on cost of attendance abroad. Students cannot use scholarships, grants or other campus-based aid to take consortium agreement classes.
7. Remind students that if they decide to drop one of the courses at the host school, they must also drop their corresponding Naropa class through web registration.
8. Remind students to obtain a transcript from the host school and have it sent to Naropa before the deadline for grading for the next semester. They are responsible for the translation of foreign issued transcripts. Failure to do any of this will result in an F in the classes.

# Study Abroad

Risk Management and Academic Approval Form

Submit a copy of this form to Student Administrative Services

Student's Name

Student ID

Student's Email

Student's Phone

Sponsoring Organization of Study Abroad Program

Who provides the transcript

Contact information for program abroad

US Contact information for program

Country of Study

Dates of Travel & Study

Living Arrangements:  Homestay  Apartment  
 Dorm  Other

## IMPORTANT NOTES

Student must read consular information sheet for the country found at [www.travel.state.gov](http://www.travel.state.gov) .

It is the student's responsibility to have the proper passport and visa. Go to [www.travel.state.gov](http://www.travel.state.gov) to begin the process. Additionally, it is the student's responsibility to have the proper travel insurance and vaccinations (if needed). Go to [www.isus.com](http://www.isus.com) and [www.statravel.com](http://www.statravel.com) to review your options.

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## TO BE COMPLETED BY THE STUDY ABROAD ADVISOR

Is the sponsoring organization a Title IV Eligible School? Y N

Is the sponsoring organization a regionally accredited institution? Y N

Study Abroad Advisor Approval:  Accepted  Denied (reason: \_\_\_\_\_)

Study Abroad Advisor Staff Signature

Date

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_

	<h2 style="margin: 0;">Consortium Agreement Registration Form</h2>
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**REQUIRED ATTACHMENTS: Proof of Title IV Eligibility, Proof of Accreditation, Course Descriptions, Consortium agreement documentation, Study Abroad Advisor Approval Form**

LAST NAME	FIRST NAME	MI	STUDENT ID #	LOCAL TELEPHONE #	SEM/YEAR
FIRST MAJOR		Cumulative GPA (Must be 3.0 or higher)		HOST SCHOOL	

ISO Number	Course Title	Cr. Hrs.	Notes
ISO			
ISO			
ISO			
ISO			
ISO			
ISO			
ISO			
<b>TOTAL Cr. Hrs.</b>			

I have read and understand the policies and procedures regarding consortium agreement. I understand that it is my responsibility to abide by Naropa's drop/add schedule and that I must submit a transcript to Naropa's registration office within one semester after finishing the consortium classes. Failure to abide by *any* of these policies will result in grade(s) of F.

STUDENT SIGNATURE	DATE

I have determined that this student meets the qualifications for taking courses through consortium agreement

ADVISOR SIGNATURE	DATE

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_



## NAROPA UNIVERSITY

### Consortium Agreement

This agreement is between Naropa University (the home institution) and the institution listed below (host institution). For Federal Student Financial Assistance Programs and other purposes, the student will be considered to be enrolled at the home institution. The home institution will process and administer financial aid (Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans and Federal PLUS loans) for the student, in accordance with its policies and procedures, and the host institution agrees not to provide financial aid to the student registered under this agreement.

#### Part I: To be completed by the student

\_\_\_\_\_  
Name

\_\_\_\_\_  
SS#

I will inform the Naropa University Financial Aid Office immediately of any financial aid I receive from other sources for this period. Other aid may require an adjustment to federal aid for which I may be eligible. I understand that course credits from the host institution will be applied toward my Naropa University Baccalaureate degree provided courses are satisfactorily completed and credits are accepted by the Naropa College. I authorize my financial aid to be used for any balance owed to Naropa University, and understand that I am fully responsible for any payment of tuition, fees, or other expenses to the host school..

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Part II: To be completed by Naropa University

Following successful completion of the described courses at the host institution and transfer of course credit information and course descriptions to Naropa University, credits earned will be applied toward the student's degree requirements at Naropa University as long as the program of study has been incorporated into the student's plan and approved by the department and advisor. Approval of the term away from Naropa is also contingent upon successful completion of the student's current term at Naropa.

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Advisor  
International Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Associate Dean of Undergrad Educ (undergrads)  
OR Department Chair (Grad Students)

\_\_\_\_\_  
Date

2130 ARAPAHOE AVENUE ▪ BOULDER, COLORADO 80302-6697  
TELEPHONE 303-444-0202 ▪ FAX 303-444-0410 ▪ WEBSITE [www.naropa.edu](http://www.naropa.edu)  
*An accredited university offering bachelor's and master's degrees in the arts, humanities and social sciences*

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_

**Part III: To be completed by the Host Institution.**

**College/University Name**

**Program Title**

**The above  
named student  
is enrolled for:**

12 or more sem. Credits	<input type="checkbox"/>	From (Semester Begin Date):
9 –11 credits	<input type="checkbox"/>	Through (Semester End Date):
6 -- 9 credits	<input type="checkbox"/>	

**The costs of attendance for this student’s course of study are as follows:**

	Semester/YR: _____	Semester/YR: _____
<b>Tuition/Fees</b>	\$	\$
<b>Room/Board</b>	\$	\$
<b>Travel</b>	\$	\$
<b>Books</b>	\$	\$
<b>Personal/ Misc.</b>	\$	\$
<b>TOTAL:</b>	\$	\$

Within thirty days of the completion of the academic period, grades or evaluations, credit information and course descriptions will be sent to Naropa University. All records will be kept on file by Naropa University.

*The host institution agrees to notify Naropa University within thirty days if the student: fails to enroll, withdraws from the institution, or changes enrollment status*

Any adjustments to the student’s cost of attendance at this institution must be consistent with procedures for other students enrolled at your institution. Should the student withdraw, Naropa University, in consultation with the host institution, is responsible for calculating the Return of Title IV Funds in accordance with federal regulations. Any refunds must be returned to Naropa University as the Financial Aid Office there is responsible for the return of Title IV funds to the appropriate programs.

Any financial aid awarded to the student by Naropa University will be disbursed to the student after the student’s continued eligibility for the aid has been verified by Naropa University’s Financial Aid Office and after any balance owed Naropa University is satisfied. No aid will be disbursed to the student’s account until Naropa receives written verification from the host institution (form attached) that the student is fully registered for classes. The student is responsible for payment of all expenses to the host institution.

Signature of School Official

Date

Telephone

Name

Title

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_

### Student Registration Verification and Host School Contact Information

Student Name

Student SSN

I certify that the above-named student is registered for \_\_\_\_\_ credits for the \_\_\_\_\_ academic term at:

Name of Host Institution

SIGNATURE

DATE

HOST SCHOOL CONTACT NAME

TITLE

CONTACT ADDRESS

PHONE

FAX

CONTACT EMAIL

Please return this completed form to:

Naropa University Financial Aid Office  
2130 Arapahoe Ave. Fax  
Boulder, CO 80302

(303) 546-3534  
(303) 546-3536  
email [finaid@naropa.edu](mailto:finaid@naropa.edu)