



# Office of Student Financial Aid

**Mailing Address:**  
Office of Student Financial Aid  
University of Maryland  
0102 Lee Building  
College Park, MD 20742

**Service Address:**  
Student Financial Services Center  
1135 Lee Building  
Monday - Friday  
8:30 a.m. - 4:30 p.m.

Phone: 301-314-9000 & 888-313-2404  
TTY: 301-314-7017  
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## Study Abroad Financial Aid Form

### SECTION 1: TO BE COMPLETED BY STUDENT

**STUDENT INFORMATION:** Name: \_\_\_\_\_ UID: \_\_\_\_\_ Tem/Year Abroad: \_\_\_\_\_

**STUDY ABROAD PROGRAM INFORMATION:** Program (Name/ Sponsor): \_\_\_\_\_ Location: \_\_\_\_\_

If the program is not sponsored by UMD, please provide the following information about the sponsoring school:

Phone: \_\_\_\_\_ Name & Address: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Initial in each box to the left of the statement:

	This form and a signed copy of my Permission to Study Abroad (PSA) Form must be on file with Education Abroad in order for my financial aid to be processed.
	I understand that if I am participating in a program that is not sponsored by/or affiliated with UMD or the program is not sponsored by another Maryland institution; I am not eligible to receive aid from the State of Maryland such as Educational Assistance, Guaranteed Access Grants, Maryland Hope, Delegate, and/or Senatorial Scholarships.
	I understand that if I am participating in a program that is not sponsored by/or affiliated with UMD, my financial aid can only be disbursed once the Host Institution confirms my enrollment with a Consortium Agreement detailing my course enrollment/registration.
	I have been informed of the costs of my study abroad program. I understand which costs (if any) will be billed to my student account at UMD and which costs I am responsible for paying to the program directly.
	I understand that my aid can be credited to my student account, at the earliest, ten (10) days before the start of the semester at UMD. (EXCEPTION: For students participating in a Non-UMD program, financial aid cannot be released until our office receives confirmation of their enrollment from the Host Institution).
	I am responsible for contacting my lender to discuss information about the deferment of my loans.
	Failure to complete the necessary coursework and number of credit hours can result in a chargeback of financial aid.
	I understand that Grants/Scholarships require me to maintain enrollment in at least 12 credits (full-time status) and Direct Loans require me to maintain enrollment in at least 6 credits (half-time status) during the semester in which I study abroad.
	I agree to notify UMD promptly if I withdraw from any of the Host Institution courses before their conclusion. I further agree to ask the Host Institution to send an academic transcript to UMD at the conclusion of the program.
	I understand that my financial aid will be disbursed to my student account at UMD. After all UMD charges are paid; any excess funds will be disbursed to me as a financial aid refund. I understand that I am responsible for paying all charges to the Host Institution by the Host Institution's due date.
	<b>RECOMMENDED FORMS: <u>Direct Deposit Authorization Form</u> (preferred) or Power of Attorney Agreement</b>

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### SECTION 2: TO BE COMPLETED AND SIGNED BY THE EDUCATION ABROAD ADVISOR

Semester (Fall, Spring, Summer, Winter)	Start Date	End Date	# of Credits

STUDY ABROAD COST OF ATTENDANCE - BUDGET			
Tuition:	Board:	Airfare:	Other:
Room:	Books:	Personal:	TOTAL: \$

Budget provided separately with student roster

Who will bill the student for tuition? (Check only one)	UMD (C.A. not required)		Third party (need C.A.)	
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**Education Abroad Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE OF STUDENT FINANCIAL AID USE ONLY			
Received this Form _____	Sent _____	Faxed _____	Consortium Agreement _____
Aid Released _____	Courses Confirmed _____	Added to Clearinghouse _____	Received Completed Consortium Agreement _____



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## Frequently Asked Questions (FAQ)

### Do I need to fill out the Study Abroad Financial Aid Form? Only submit this form if you are:

1. Studying abroad in a UMD Exchange, Affiliated or Approved program in the Fall, Spring, and/or Summer semester.
2. **Offered** Federal Aid (including Direct Loans, Federal Pell Grant, etc.), Maryland State Aid, Institutional Grants, Merit-based Scholarships, Private Scholarships and/or Alternative Loans.

### Do not fill out this form if:

1. You have not filed a FAFSA for the academic year in which you are studying abroad.
2. You are studying abroad through a Maryland-In (e.g. Maryland-In-Barcelona) or UMD Short Term program.

### How does the Study Abroad Financial Aid Process work?

1. You must turn in the Study Abroad Financial Aid Form and Permission to Study Abroad Form to Education Abroad at least 1 to 2 months before leaving to ensure timely processing of aid.
2. Once these forms are received, Education Abroad will submit your paperwork to the Office of Student Financial Aid (OSFA).
3. OSFA will send a Consortium Agreement directly to your Host Institution. Your Host Institution must complete and return the Consortium Agreement to OSFA confirming costs, enrollment, and any scholarships awarded.
4. Once the Consortium Agreement is received, OSFA will release your financial aid to your UMD student account. Once any outstanding balance in your account has been settled, a financial aid refund check will be mailed to your local address or directly deposited into your designated bank account. If applicable, it is your responsibility to pay program costs directly to your Host Institution when they are due. No Exceptions.

**I will pay my study abroad tuition/program fee directly to my Host Institution and the bill is due before my financial aid will be released. What do I do if I can't pay it out of pocket?** You can request that OSFA send an aid verification form to your Host Institution to notify them about the aid you will receive and when it will be released. It is up to your Host Institution to decide if they will hold off payment until your financial aid is received. Some Host Institutions have their own aid verification forms that OSFA can complete for you.

**My study abroad program costs more than what it costs to attend the University of Maryland. Can I get more financial aid to cover my study abroad costs?** OSFA can increase your Cost of Attendance so that you may apply for additional Parent PLUS or alternative loan funds. Unfortunately, OSFA cannot offer or increase any grant or scholarships that you are receiving.

**Can you send my financial aid money directly to my Host Institution?** No, your financial aid refund will be sent directly to you through a mailed check or Direct Deposit. Information regarding Direct Deposit enrollment can be found online at [billpay.umd.edu/all-faqs#refunds](http://billpay.umd.edu/all-faqs#refunds). UMD will not send refunds to anyone other than the student (or the parent, in the case of Parent PLUS Loans).

**When is the earliest that my financial aid can be released to me for my program?** Due to federal regulations, OSFA is unable to release your aid earlier than ten (10) days before the start of the semester at UMD. All financial aid will be applied to your student account at the University first. If there are remaining funds after your aid is applied to your student account, you will receive a financial aid refund.

**I have a Terp Payment Plan. What do I need to do?** If you are participating in an approved program not sponsored by/or affiliated through UMD, you will not be paying UMD directly for your program costs, and you will need to cancel the TPP for the semester you will be abroad. If you are participating in an approved program sponsored by/or affiliated through UMD, you may use the TPP for any program costs that will be billed directly to your student account. However, you may need to adjust your TPP to reflect the difference between on-campus and study abroad charges, if applicable. Please contact the TPP directly at 301-314-9000 Option #5 to speak with the TPP Office about adjusting your Plan.

**Am I eligible to use my Maryland State Awards? What about my DC Tag Award?** Students participating in a Non-UMD program are not eligible to use any Maryland State Aid. Students are only eligible to use their DC Tag Award for Exchange programs only in which tuition is paid directly to UMD (not the Host Institution), there are both in-state and out-of-state charges (not one flat program tuition cost), and the student is considered as being directly enrolled at UMD.

**\*What else do I need to know about the Consortium Agreement process for Non-UMD sponsored programs?** Please be advised that some Host Institutions will not return the Consortium Agreement until later in the semester, usually after the schedule adjustment date (add/drop period), which could be a few days or a few weeks into the semester. Please be advised that OSFA cannot release any financial aid until the completed Consortium Agreement is received. Once OSFA receives the completed Consortium Agreement (with course enrollment/registration information, program costs, and program dates), the student's financial aid will disburse to his/her UMD student account. You may find it useful to contact your Host Institution regarding the date when your registration will be complete. OSFA recommends that you have some form of funding available to you as you wait for your financial aid to disburse.

**Additional questions/concerns?** Please call 301-314-9000 (Option #1) to schedule an appointment with the Study Abroad Financial Aid Counselor.