

Policy Type: Administrative  
Applies to: Students

### **POLICY DATES**

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Issued: January 2019  
Revised: December 2023  
Edited: December 2023  
Reviewed: December 2023

This policy explains the student account billing for study abroad programs through USAC.

### **PROCEDURE**

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All students attending the University of Mount Union have access to study abroad opportunities through USAC. Assuming these students meet all eligibility guidelines, there are currently no restrictions on the programs available to them.

Effective Fall Semester 2022 students attending one of these programs in the fall, spring or summer semester will be billed directly from USAC. Eligible students may use federal or state financial aid to assist with expenses. Students must carry at least 6 credits to qualify for federal loans. Students should consult with Student Financial Aid to determine their eligibility. Students utilizing financial aid to pay USAC expenses must provide a copy of the billing statement for audit purposes.

All students must complete the required application forms at the Center for Global Education (CGE) and meet all guidelines to participate in a study abroad program in the fall or spring semester. All travel cost, insurance and room and board costs and any other additional fees for the study abroad program must also be paid by the participating student to USAC.

Students receiving the following full tuition scholarships from the University to attend Mount Union, Investment Alliance, Murakami, Tuition Exchange or Tuition Benefit, must pay the fees applicable to the program as noted above. Eligible students may use federal or state financial aid to assist with expenses. Students receiving the Presidential scholarship may use their scholarship to pay the USAC program fee only for one semester. All travel cost, insurance and room and board costs for the study abroad program and any other additional optional fees must also be paid by the participating student to USAC.

Any student can study abroad more than one semester while at the University of Mount Union. All study abroad experiences will be paid in full by the student as summarized above.

International Exchange students are not eligible to participate in a Mount Union Study Abroad program.

# Study Abroad Billing Policy

## ADM 24.0

### Office of Business Affairs

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Applies to: Students

#### Responsibilities

Position or Office	Responsibilities
Vice President of Business Affairs	Any changes to decisions regarding amounts to charge
Director of Financial Aid	Updates to financial aid eligibility
CGE Director	Assistance with informing students who are participating in study abroad programs

#### Contacts

Subject	Office	Telephone	E-mail/URL
Billing	Business Affairs	330-823-6554	<a href="mailto:billing@mountunion.edu">billing@mountunion.edu</a>
Aid questions	Financial Aid	330-823-2674	<a href="mailto:finaid@mountunion.edu">finaid@mountunion.edu</a>
Program costs	CGE	330-823-3864	<a href="mailto:halljene@mountunion.edu">halljene@mountunion.edu</a>

#### History

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All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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