





you have a health hold or other type of hold on your record  
you have applied for a course for which you have not fulfilled the prerequisites or sought departmental

## Transcript Notation

All students who are approved by the Office of Study Abroad to study off-campus will have a notation on their  
academic record.

## Non-degree students

Non-degree students who are interested in applying for a short-term program on a space-available basis should apply for a St. Thomas-sponsored short-term program on a space-available basis. Students who are interested in applying for a St. Thomas-sponsored short-term program on a space-available basis should apply for a St. Thomas-sponsored short-term program on a space-available basis. Please notify the Office of Study Abroad immediately if you are a degree-seeking student at the University of St. Thomas.

## Accompanying Persons

Participants' family members and friends are not allowed to accompany students on short-term programs.

## Need for Academic or Physical Accommodation Off-Campus

Students in need of accommodation due to a disability must have formally registered with the St. Thomas Disability Resources in order to request accommodation off-campus:

- Student has the St. Thomas Disability Resources (St. Thomas Disability Resources) verify need for accommodation off-campus (Students must request the verification of their disability with Disability Resources before the office can verify need for accommodation off-campus).
- Student requests that the director of St. Thomas Disability Resources submit a letter to the Office of Study Abroad outlining the need for accommodation off-campus.
- Student should follow the process outlined in the St. Thomas Disability Resources handbook.

## APPLICATION INFORMATION

### How to Apply

The first deadline for applications is typically in the fall. Some programs may have earlier

All applications should be submitted to [studyabroad.stthomas.edu](http://studyabroad.stthomas.edu). Students applying for St. Thomas programs can apply directly to the Office of Study Abroad. Students applying for an Affiliate program should contact the program provider for more information.

All applications can be submitted by email to [mailing.studyabroad@stthomas.edu](mailto:mailing.studyabroad@stthomas.edu) from the student's St. Thomas e-mail account. The deadline for applications is typically in the fall.

### Deposit

These deposits can be made at the Business Office or the Office of Study Abroad. A receipt will be issued.



## **Off-Campus Study Fee**

An off-campus study fee is charged for short-term programs, guaranteeing the posting of credit, keeping a student's records up-to-date, and allowing St. Thomas to make program payment and to bill the student's account. Course fees and amounts are posted on the [Business Office Web site](#).

## **Payment Schedule**

**January Term** - Students will be billed in December. Charges will appear on the St. Thomas Billing statement issued in December. The balance of payment is due in January.

**Summer Term** -

The balance of payment is due in June.

**Spring/Fall Embedded** - The tuition cost of the course will be billed to student accounts as usual. The program fee will be charged in February (spring) or October (fall).

## **Wait Listed Students**

Wait listed students will be notified via email.

## **Cancellation Policies for Off-Campus Programs**

Cancellation policies are noted in online applications and at

A student is expected to use personal funds to make an unrequired study abroad deposit for January Term and/or summer session and have sufficient funds to cover all personal expenses associated with the program. Obtain the cost information for your program on the study abroad website: [studyabroad.stthomas.edu](http://studyabroad.stthomas.edu)

mid- [summer session](#) application beginning in mid-April.

-time student to qualify. Your combined registration for all summer sessions will be used to determine your summer financial aid eligibility.

### Supplemental Loans

A student may want to borrow additional funds to cover individual expenses associated with the short-term program expenses. Loan terms, eligibility requirements, and approval are determined by the lender. Visit the [lender's website](#) for private and Federal Parent Loan options. Loan proceeds are disbursed to your student account. If you have a credit balance on your student account, the Business Office will issue a credit balance refund. You may request that the Business Office hold loan proceeds on your student account to be applied to your future off-campus charges.

### For January Term

A student may use a supplemental loan to cover individual expenses during the total amount desired for the upcoming school year, including your short-term expenses. One half of the loan funds will be disbursed to your student account following the 10th day of each semester provided you continue to meet all eligibility criteria. You may apply for a supplemental loan if you prefer to budget on a term-by-term basis. You have an opportunity in late fall to submit a January term financial aid application to receive consideration for additional supplemental loan funds.

### For Summer

A student is encouraged to submit any supplemental loan application before May 1st. Loan funds are disbursed in installments that correspond with the last day to officially register for the classes for each session(s) you will attend, provided you continue to meet all eligibility criteria at the time of each disbursement.

University-sponsored travel and other scholarships and grants are available. Visit the scholarship section of

"Costs & Financial Aid" at [studyabroad.stthomas.edu](http://studyabroad.stthomas.edu).

Residents of the City of Minneapolis: Scholarships: Degree Scholarships: Fall

academic

benefit. To receive this benefit, the dependent must be a full-time St. Thomas student seeking their first baccalaureate degree and apply for approval.

recipients of more than one





