

**Federal Direct Loan and Alternative Student Loan  
Institutional Policies and Guidelines  
For Course-Related Trips**

These are additional policies that will apply to all funds that are borrowed on the Federal Direct Loan and Alternative Student Loan Programs for the purpose of going on a trip to earn college credit.

All other policies still apply in addition to the following:

- You must be earning college credit that applies toward your degree and fits into the graduation requirements for your particular program of study.
- You must be enrolled in the required course(s) before any aid will be processed relating to the costs of the trip.
- You must complete the courses and have grades posted before you can receive any future financial aid. Funding for the next semester of enrollment will be on HOLD until grades are posted.
- For Financial Aid purposes, the cost of the trip is estimated including applicable fees to cover the following expenses: tuition and fees, hotel accommodations, transportation, meals, travel passes/ admissions, passport. Other expenses may be included if deemed necessary and if they apply to all participants (these are considered on an individual trip basis).
- The borrowed funds will be held in a special account for you at the Business Office set up specifically for the scheduled trip. Expenses will be paid for you as costs come due using these funds. Any leftover money will be released to you approximately one week prior to the departure date of the trip.
- If, for any reason, you cancel out of the trip, your financial aid may be in an OVERAWARD situation. If this occurs, you are responsible for correcting the situation by repaying funds before any Title IV Federal Financial Aid can be received again. (The overaward is calculated by the Financial Aid Office. You will be notified of what needs to be done to resolve the overaward.) Certain deposits may not be refundable and you may be forced to forfeit the funds that paid those deposits, this is figured separately for each trip.

By signing below I am stating that I understand these policies and agree to abide by them. I am also granting my permission for the funds to be set aside specifically for trip related expenses.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
NUID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date