 Required Off-Campus Study Forms

Students must return the following documents and forms to Off-Campus Study by Friday, October 6, 2017 in order to participate in a Fall 2017 Extended Study program:

- Off-Campus Study Policies form
- Confidential Physician’s Report
- Acknowledgement of Risk and Responsibility
- Parent Cover Letter (Emergency Contact)
- For international programs, we will need a copy of the informational page of your signed passport, and if applicable, a copy of your I-20 and U.S. visa.

Course Registration

Extended Study courses are listed in the course pre-registration booklet published by the Office of the Registrar. Prior to the start of the Extended Study, the Registrar will register students for the Extended Study course.

Academic Regulations

All academic regulations, registration changes and drop/add deadlines for a term are applicable to students enrolled in an Extended Study.

Financial Aid

Colgate grant recipients may receive additional assistance for one Colgate-directed Extended Study program. Institutional grant assistance is awarded to meet the extra costs after loans have been increased to the maximum eligibility level.

However, if prior to participating in an Extended Study, a student chooses to increase his or her loan beyond the level noted in the initial award for that year, Colgate will provide only the level of grant that would have been available had the additional loan not been taken. The student remains responsible for the portion of the extended study costs that would ordinarily have been awarded in the form of additional loan.

Extended Study participants who are not currently receiving aid from Colgate should consult the Office of Financial Aid (finaid@colgate.edu, 315-228-7431) to learn about their eligibility for loans to meet the extra cost of an Extended Study.

Visas

Students are responsible for understanding and complying with all visa-related costs and requirements. Obtaining a visa requires time, advance planning, and often extra cost. Approved Extended Study participants must contact the Off-Campus Study office to learn about visa requirements, particularly if they will be traveling on a non-U.S. passport.
Withdrawal

A student who withdraws from a Colgate-directed Extended Study after it has begun may be eligible for a refund according to the University's refund policy (see Colgate Catalogue, Chapter 3). For refund purposes, the first day of the official program is the starting date, as listed in the pre-departure materials. Some off-campus Extended Study group fees are regulated by a host institution or participating agency and are non-refundable. These non-refundable fees do not fall under Colgate’s refund policy.

A student who officially withdraws from an Extended Study program fewer than 90 days prior to departure will be subject to a $500 charge. An additional charge of $10 per day after the 90-day deadline may also be assessed until written notification of withdrawal is received. Notification must be dated and delivered to the faculty director and the director of Off-Campus Study. E-mail notification from a Colgate e-mail address is acceptable.

Extended Study Evaluation

Students must fill out a confidential evaluation at the end of the Extended Study program. These evaluations are confidential.

I have read, understand and agree to abide by Colgate University’s Off-Campus Study Policies:

_____________________________________________
(Name, printed)

_____________________________________________ ____________________________________
(Name, signed)  (date)