

Trinity Application for Off-Campus Study

Due: February 1 (for participation in the fall or spring of the following academic year)

It is recommended to print this form for completion. Please submit in person or email to the OCP office

You are in for a life-changing adventure! An off-campus program will enrich your worldview, increase your self-confidence, and engage you in unique academic experiences that will continue to shape you for your work in God's world. This application helps you work out details that will allow you to have a successful off-campus experience. You may type directly onto this form. Applications are reviewed during February, and you will be informed of the result via Trinity email by the end of February.

Each program on our list takes a semester-by-semester look at local health and safety conditions and considers their ability to offer a safe program. If things look unsafe as your semester draws closer, the program may be cancelled you may then transfer your off-campus study approval to another program on Trinity's list of Approved Semester-Long Off-Campus Programs.

Your personal commitment to safety is also necessary. Trinity expects you to follow the health and safety guidelines of your study away program. For example, a Covid-19 vaccine regimen may be required by your program. In addition, your program will also have behavior guidelines, and you are expected to abide by those, especially as it pertains to, behaving in a culturally appropriate way in your host country. Furthermore, you will still have access to Trinity's My SSP remote behavioral health care during your semester away should you need mental health counseling and support

During your semester on an off-campus program, you will maintain your status as a full-time degree-seeking student at Trinity Christian College.

I am delighted that you're considering this and am here to support you through this process in all stages: pre-departure, during the program, and after re-entry.

-Mabia Shadel, Director of International Student Services and Off-Campus Programs

Your initials indicate that you have read the introduction above. **Initial here**

Personal Information

Student Name _____

Major(s) _____

Minor(s) _____

Current GPA _____

Minimum GPA of 2.5 is required to participate in an off-campus program.

Are you an international student with a F-1 visa? ☐Yes ☐No

If yes, tell Mabia Shadel now that you are applying for semester-long off-campus program.

Off-Campus Program(s) of Interest _____

A list of Approved Programs is on the final page of this application.

Semester of planned off-campus study ☐Fall ☐Spring Year_____

Class Level during off-campus study ☐Sophomore ☐Junior ☐Senior

Previous Semester Away

Have you participated in a previous Off-Campus Program while at Trinity? ☐yes ☐no

If yes, when? _____ Which one? _____

Speak with your Advisor and Registrar's Office:

- Discuss which semester is appropriate.
- Discuss a back-up plan if the program cannot run when you planned to go (Could you go another semester? On another program? For a summer term? Graduate early and go as a recent grad?)
- Visit the website of your first-choice off-campus program and review the courses. Discuss which ones you tentatively plan to take on, and what goals they might meet. List the off-campus program courses here. **Consult the Registrar's office for course selection that falls under your required courses for your degree in order to be eligible for Federal Financial Aid, they will only sign if approved.** You must also get a signature from the Financial Aid Office stating that you understand if Federal Financial Aid will be approved for your program or not.

Information from your Off-Campus Program		How the courses might support your Trinity degree			
OCP Course Numbers and Names	Number of Credits	Foundations	Minor	Major	Elective
Click to enter text.	Enter #	☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

Policy: Your enrollment in a fall or spring off-campus semester is considered a complete full-time credit load. If you enroll in an additional course at Trinity during that semester away (taken remotely or on-campus) you will pay additional tuition to Trinity based on the credit value of that course. The per-credit rate for the current year can be found in the Traditional Undergraduate Catalog under *Tuition*.

Your initials indicate that you have read the credit load policy above. **Initial here**

Academic Advisors, your signature indicates not only initial academic approval, but also general confidence that the student is a good candidate for this experience. Feel free to speak with Mabilia Shadel prior to signing.

Signature of Academic Advisor: _____ Date: _____

Signature of Registrar Office: _____ Date: _____

Speak with your Trinity Financial Aid Counselor

- You must have met with Registrar's office before speaking with Financial Aid Office, whether or not you got a signature for Federal Financial Aid.
- Describe which program you are considering so they can take note in your file.
- Have an initial discussion of which institutional aid will likely apply to your semester off campus.
- Plan to meet again in April when your financial aid is packaged for the next academic year.

Signature of Financial Aid Counselor _____ Date: _____

Goals

In 250 words or less, describe your interest and goals in selecting this program to be a part of your educational pathway.

Click to enter text.

Cross-Cultural Preparation

In 250 words or less, describe how you will prepare yourself to live in a new context, cross-culturally. Consider what you can do before you depart, and while you are participating in the program.

[Click to enter text.](#)

Student Success Check

Have you been found responsible and disciplined for violations of academic and/or student success policy?

☐yes ☐no

If yes, you have the option to describe, here. _____

I give access to our director of OAA and director Off-campus programs to discuss my accommodation needs and I agree to give access to the 504 checklist. (If applicable)

Your initials indicate that you have read and agree with the information above. **Initial here**

Understand Your Tuition and Room/Board Responsibilities

Students enrolling in Approved Semester-Long Off-Campus Programs pay Trinity Continuing Student full-time tuition for that semester. If the program tuition exceeds Trinity tuition, students are responsible to pay the difference. Students pay room and board according to the pricing set by the program in which they enroll; room and board are separate from and in addition to tuition. The Trinity Housing Grant does not apply to off-campus programs; students pay the full and exact room and board (housing) costs as set by the program. Student Accounts will coordinate these amounts and will bill the Trinity student like any other semester. It is expected that students pay the balance on their account before the beginning of that semester, or they may not be permitted to participate in the off-campus program. Trinity will then release the payment to the programs.

Your initials indicate that you understand your responsibilities with tuition, room, and board. **Initial here**

Understanding Your Student Account Responsibilities

- After meeting with Financial Aid in April and being packaged, you must meet with Student Accounts
- Your billing statement will be printed for you
- You will indicate if you are paying IN FULL at the start of the term you are traveling OR signing up for the 4 month payment plan
- You will guarantee that payment(s) will be made on-time.

Your initials indicate that you understand your responsibilities with tuition, room, and board. **Initial here**

Student Traveler Declarations

The student declares their ability to travel independently; ability to live independently within the provided housing arrangement; ability to safely manage one's finances, schedule, academics, and personal needs in a new/foreign environment; ability to complete the necessary coursework & experiential learning with approved, reasonable accommodation, and ability to represent Trinity Christian College in a positive manner and in accordance with guidelines outlined in both Trinity Christian College's Student Handbook as well as the destination program of study rules and guidelines.

Student Attestation Signature: _____ Date: _____

Dean of Student Success Signature: _____ Date: _____

Dir. of Special Accommodations (if applicable): _____ Date: _____

Student Accounts Office Signature: _____ Date: _____

Understand Your Financial Aid

Semester in Spain:

A continuing Trinity student enrolling in the Semester in Spain (SIS) program may have their Trinity institutional financial aid applied to the program tuition (isn't that wonderful?!). There may be some semester-specific exceptions that the student will discuss with the financial aid counselor in the spring of the year before the semester away. (e.g. What happens to an athletic scholarship if you are off campus during that season?). In addition to tuition, the student will also be responsible for \$4,800 in room and board and the SIS fee of \$1,000.

All other Off-Campus Programs:

Students will be charged the exact relevant tuition, room and board, and fees from their off-campus program. Trinity Christian College financial aid will NOT be available for these programs, but Federal Financial Aid may be applicable under specific circumstances. Payments will still be made to Trinity Christian College and not to the off-campus program, with the exception being during a summer semester when the student will pay the off-campus program directly.

Talk with the Director of Off-Campus Programs if you have any questions.

Your initials indicate that you understand the approach to financial aid described above. **Initial here.**

Approved Semester-Long Off-Campus Programs

Program	Provider	Terms Available
Italy	Living and Learning International	Fall, Spring
Semester in Spain	Trinity Christian College	Fall, Spring, Summer**
Oxford*	Council for Christian Colleges & Universities	Fall, Spring, Summer**
Uganda	Uganda Christian University	Fall, Spring
Ecuador	Living and Learning International	Fall, Spring, Summer**
Romania	Northwestern College, IA	Fall
Los Angeles Film Studies Center	Council for Christian Colleges & Universities	Spring
Paris	Asbury University	Fall
Netherlands SPICE	Viaa Christian University of Applied Science	Spring
Nashville Contemporary Music Center	Council for Christian Colleges & Universities	Fall, Spring

*Limited number of Trinity students approved per year.

**For a summer term, students pay tuition and fees directly to the program. There is no Trinity Institutional Financial Aid for summer programs, though your Financial Aid Counselor may be able to offer advice for financing a summer off-campus experience. Though it is not necessary for students interested in a summer program to complete this application, they should contact Trinity's Director of Off-Campus Programs and their advisor to plan for a summer off-campus program.

By February 1, return the completed form to:

Mabia Shadel | Director of Off-Campus Programs
Groot Hall, 031 | OCP@trnty.edu

You can email me a scan or pdf version of this completed application. If you prefer to drop off a paper application in person, please email me to schedule a time to submit it. Or, put it in a sealed envelope with my name on it, and drop it off in the Mail and Print Center.