

**Federal Student Aid (FSA) Contractual Written Arrangement for Study Abroad**
**PART I - TERMS AND CONDITIONS**

This Contractual Written Arrangement is required by Federal Student Aid (FSA) regulations when FSA funds will support a student enrolled at Columbia University (the "Home Institution") to earn credits (or the equivalent) from a different institution abroad (the "Host Institution") that are applicable to and will count toward the Columbia degree or certificate.

Any change in enrollment while the student attends the Host Institution may affect, and result in adjustments to, the student's FSA eligibility and award.

The number of credits a student may earn from study abroad while enrolled at Columbia University cannot exceed 25% of the total number of credits required to complete the academic program.

As an FSA-eligible institution, Columbia University is prohibited from entering into Contractual Written Arrangements with any FSA-ineligible school or organization:

- Whose eligibility or certification to participate in FSA programs has been terminated or revoked by Department of Education;
- Whose application for certification or recertification to participate in FSA programs was denied by the Department of Education;
- That has voluntarily withdrawn from participation in FSA programs under a termination, show-cause, suspension, or similar type of proceeding initiated by the Department of Education or the school's state licensing agency, accrediting agency, or guarantor.

By entering into this Contractual Written Arrangement, the Host Institution attests that none of the above disqualifying conditions apply.

Columbia University, as the Home Institution, will be responsible for:

- Providing academic advising and clearing the student for study abroad consistently with the student's academic program and Satisfactory Academic Progress requirements;
- Evaluating the courses and credits (or the equivalent) to be earned during study abroad that will count toward the degree or certificate;
- Calculating, awarding, and disbursing FSA funds for students who are eligible.

The Host Institution will be responsible for:

- Notifying Columbia University of any additional funds or financial aid awarded to the student;
- Notifying Columbia University of any changes to the student's planned course of study or planned number of credits (or the equivalent), including withdrawal;
- Delivering to Columbia University a transcript itemizing the student's completed courses, earned credits (or the equivalent), and grades at the completion of each term of study.

FSA funds will not be disbursed by Columbia University until all of the conditions set forth in this agreement have been met. Payment of all FSA funds will be made by crediting the student's Columbia University Student Account.

**PART II – HOME INSTITUTION (to be completed by Columbia University)**

This agreement is effective from (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
 ...for the purpose of allowing matriculated students of Columbia University to receive FSA, based upon FSA enrollment requirements, at the Host Institution during the duration of this agreement and for the covered academic term(s).

Student's Name: \_\_\_\_\_ CUID: \_\_\_\_\_ UNI: \_\_\_\_\_

Primary Academic Program Name (PAPGRM): \_\_\_\_\_  
 PAPGRM SIS Program Code: \_\_\_\_\_

Study Abroad Program Name: \_\_\_\_\_  
 Study Abroad SIS Program Code: \_\_\_\_\_

For study abroad during the term(s): ☐ Summer ☐ Fall ☐ Spring  
 Number of credits (or the equivalent): \_\_\_\_\_

Study-abroad Cost of Attendance (per Term):	Other – please describe and itemize the costs:	
Tuition and Fees: _____	<b>Description:</b>	<b>Amount:</b>
Food and Housing: _____	_____	_____
Transportation: _____	_____	_____
Books: _____	_____	_____
Personal: _____	_____	_____
Other: _____ (see right column)	_____	_____
TOTAL: _____	_____	_____

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**PART III – HOST INSTITUTION (to be completed by Host Institution):**

Host Institution Name: \_\_\_\_\_  
Study Abroad Program Name: \_\_\_\_\_  
Host Institution/Study Abroad Program Mailing Address: \_\_\_\_\_  
Name of Contact for Study Abroad program: \_\_\_\_\_  
Title/Role of Contact: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Host Institution Cost of Attendance (per Term) (all costs must be converted to \$USD):	Other – please describe and itemize the costs:	
Tuition and Fees: _____	<b>Description:</b>	<b>Amount:</b>
Food and Housing: _____	_____	_____
Transportation: _____	_____	_____
Books: _____	_____	_____
Personal: _____	_____	_____
Other: _____ (see right column)	_____	_____
TOTAL: _____	_____	_____

**Additional Funds or Financial Aid:**

Please describe and provide documentation for any funds or financial aid awarded to the student directly to or from your institution: Total amount (in \$USD): \$ \_\_\_\_\_

**Name and Title of Authorized Host Institution Representative:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR COLUMBIA UNIVERSITY USE ONLY:**

**Third-party or Other Organization:**

If a third-party or other organization is facilitating or providing services for this study-abroad program, please provide:

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Website (URL): \_\_\_\_\_

The student has been awarded FSA for study abroad based on a review of his/her eligibility, the applicability of the planned/approved courses toward the degree or certificate, and completed required documentation, including this FSA-required Contractual Written Arrangement once fully executed:

**For Columbia University, Academic Affairs:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**For Columbia University, Financial Aid:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_