

OFF-CAMPUS STUDY PROGRAM PRELIMINARY APPLICATION

Program _____ Semester (Fall or Spring) _____ Year _____

PERSONAL INFORMATION

Name _____
Last _____ First _____

Local Address _____ Zip _____

Email Address _____ Local Phone _____

Major(s) _____ Minor(s) _____

Class Level at Time of Participation in the off-campus program _____

I have previously participated in an off-campus program. Yes _____ No _____ If yes, which semester? _____

STUDENT SIGNATURE: _____

ACADEMIC INFORMATION

List the specific courses which you wish to take in the proposed program and state how they will meet graduation requirements for the Trinity degree program in which you are enrolled.

Courses	Semester Hours	Graduation Requirements (Core, Major, Minor, or Elective)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Advisor _____ Date: _____
Signature _____ Department _____

Departmental approval(s) of major and/or minor credits: If any of the courses listed above are in fulfillment of a requirement in your major or minor, obtain the department(s)' approval(s) below. The course(s) indicated above as fulfilling requirement(s) in the **major or minor** will be accepted as such by this department.

_____ Date: _____
Signature of Dept. Chair _____ Department _____

STUDENT DEVELOPMENT INFORMATION

Disciplinary Status
Yes ___ No ___ I have been disciplined by a member of the Student Development Office (a Dean or Residence Director) for an infraction of campus regulations. (If yes, please explain)

FINANCIAL AID INFORMATION

I have discussed my financial aid for off-campus programs with the Financial Aid Office.

Financial Aid Status: 100% 50% Program not eligible Financial Aid Officer Initials _____

FOR OFFICE USE ONLY

Registrar's Office: The course(s) indicated above will be accepted as such by this office as indicated (major, minor, core, elective). Signature: _____ Date: _____ CUM GPA: _____

Student Development Recommendation Yes _____ No _____ Signature: _____ Date: _____

Faculty Recommendation Yes _____ No _____ Date: _____

Business Office Recommendation Yes _____ No _____ Date: _____

Coordinator, Off-Campus Programs: _____ Approval? Yes _____ No _____ Date: _____

Trinity Christian College Preliminary Application Guidelines Semester Off-Campus Study Programs

1. Gather program information. Be sure to check application deadlines, since they vary according to program. The preliminary application review by the Registrar, Student Development office, and Off-Campus Programs Coordinator normally takes 1-2 weeks, so you need to give yourself time to complete this process and still make the program application deadline.
2. **Make a copy of the program information and attach it to your application.**
3. The deadline for preliminary applications is December 1 of the academic year prior to your program attendance.
4. Consult with your advisor concerning the credits to be earned in the proposed program. You should also confer about which courses you will take in the semester after your off-campus study.
5. Get the approval of the department(s) as indicated on the attached application for any of the credits you expect to be applied to your major(s) and/or minor(s).
6. Complete the disciplinary record section.
7. Get the financial aid officer to sign your application.
8. Turn in the preliminary application to Burt Rozema, Director of Off-Campus Programs, located in Groot 160 (next to the Registrar). After review by the Registrar and the Student Development Office, the Director will review your preliminary application and send you an email informing you of the status of your application to study off-campus. You may then apply to the program you wish to attend.
9. If after submitting this preliminary application you decide that you will not be studying off-campus, please let Burt Rozema know immediately (ext. 4760 or burt.rozema@trnty.edu)
10. **Students who enroll in a study abroad program are required to make payment in full for tuition, room board and travel expenses before they attend the program.**
11. Students who have been placed on disciplinary probation may be denied participation in semester off-campus programs for a period of 12 months from the date of the disciplinary action. Exceptions may be made by joint approval of the Dean of Students, Director of Off-Campus Programs and the program director after review of the student's disciplinary record.

Guidelines for Off-Campus Programs and Financial Aid effective 2005-06 academic year

Semester In Spain and Chicago Semester: Students enrolling in Chicago Semester, Rehoboth Student Teaching, Semester In Spain, Nicaragua, Ecuador, or South Korea programs may use 100% of their Trinity financial aid and apply it to these program costs. Moreover, if a student attends the Semester in Spain program twice, 100% of Trinity financial aid may be applied both times.

CCCU off-campus semester programs: Students attending any CCCU off-campus semester programs may apply 50% of financial aid awarded by Trinity for the given semester to the program. However, if participation in a CCCU off-campus program is a requirement for a Trinity major, minor, or concentration, then 100% of Trinity financial aid may be applied.

Other off-campus semester programs: Trinity students attending other off-campus semester programs may not apply any of their Trinity financial aid to these other programs. However, if participation in an off-campus program is a requirement for a Trinity major, minor, or concentration, then 100% of Trinity financial aid may be applied.

Attending a second off-campus program: Trinity students attending a second off-campus semester program may not apply their Trinity financial aid to these other programs. An exception is that if the second program is Chicago Semester, Semester In Spain, Nicaragua, Ecuador, or South Korea, 50% of Trinity financial aid for the given semester may be used. If the second program is required for a Trinity major, minor, or concentration, then 50% of Trinity financial aid may be applied.