



State University of New York
College of Environmental Science and Forestry
Office of Financial Aid and Scholarships

STUDY ABROAD CONTRACTUAL AGREEMENT

- A Study Abroad Contractual Agreement allows SUNY-ESF to process financial aid awards for a student while attending classes at a Title IV ineligible foreign academic institution for an approved study abroad program.
- As allowed in Part 668.19, Student Assistance General Provisions, and Part 690.8, Pell Grant Program, Code of Federal Regulations, this Study Abroad Agreement is entered into between SUNY-ESF (home institution), the degree-granting institution, and the foreign host institution, or the Study Abroad Organization acting on behalf of a foreign institution, named below for the purpose of providing federal financial assistance to the student named below.
- All approved financial aid funds will be disbursed directly to the student by SUNY-ESF. It is the student's responsibility to make all necessary payment arrangements. Financial Aid funds will not be offered until all required paperwork has been submitted

STEP 1: TO BE COMPLETED BY THE STUDENT

NAME: _____ SU ID#: _____
HOST INSTITUTION: _____ HOST ORG. (Ex. SFS): _____
STUDY ABROAD TERM: _____ DATES AND CREDITS: _____

STEP 2: TO BE COMPLETED BY THE HOST INSTITUTION OR STUDY ABROAD ORGANIZATION ACTING ON BEHALF OF THE HOST INSTITUTION – Please provide information for the study abroad term indicated above unless otherwise specified.

TUITION: _____ FEES: _____
ROOM: _____ BOARD: _____
BOOKS/SUPPLIES: _____ TRANSPORTATION: _____
PERSONAL EXPENSES: _____ OTHER (SPECIFY): _____

STEP 3: CERTIFICATION AND SIGNATURES

- The Host Institution or organization certifies that neither has had eligibility or certification to participate in the FSA programs terminated or revoked, or an application for certification or recertification to participate in the FSA programs denied.
- The Host Institution or organization certifies that neither has voluntarily withdrawn from participation in the FSA programs under a termination, show-cause, suspension, or similar type of proceeding.
- The Host Institution or organization agrees that, if aware, it will notify SUNY-ESF if the student withdraws before the end of the term indicated above.
- If acting on behalf of a foreign institution, the host organization certifies that it has entered into a contractual agreement with the designated foreign institution participating in study abroad.
- The Host Institution or organization certifies that the student indicated above is approved to participate in a study abroad program at the institution for the term indicated.
- SUNY-ESF agrees to monitor the student's program pursuit and satisfactory academic progress, disburse funds to the student, and administer refunds according to institutional policy.

SUNY-ESF FINANCIAL AID ADVISOR

NAME: _____
SIGNATURE: _____
TITLE: _____
DATE: _____
PHONE: _____
FAX: _____
E-MAIL: _____

HOST INSTITUTION OR ORGANIZATION REPRESENTATIVE

NAME: _____
SIGNATURE: _____
TITLE: _____
DATE: _____
PHONE: _____
FAX: _____
E-MAIL: _____