Students receiving financial aid from Williams College can take advantage of studying away—Williams-Exeter Programme at Oxford University, 12 College Exchange Program, and study overseas as well as within the United States. Financial aid eligibility can be applied to your study away program, provided your plans receive approval by the Committee on Academic Standing (CAS), via the Dean’s Office.

The Financial Aid application process remains the same as though you would be attending Williams. The same documents are required and the same Williams deadlines apply. In addition, you will need to submit a Study Away Budget Proposal, which is available in the Office of Financial Aid and online. You should submit the Study Away Budget Proposal and supporting documentation for Academic Year 2014-2015 and Fall 2014 away programs (including Mystic) before you leave campus in May 2014 (or as soon as your plan is approved and the costs are finalized). For Spring 2015 programs you should submit the Study Away Budget Proposal and supporting documentation by December 1, 2014 (or as soon as your plan is approved and the costs are finalized). If you have not been accepted or approved for a study away program, do not submit a tentative budget.

You must attach a copy of your acceptance letter or email and a copy of the actual costs of the institution or program you plan to attend to document the expenses you outline on your budget proposal (this is usually found in the catalogue/brochure, bill, or web page of the program). Your financial aid application will remain incomplete until these forms are submitted. Make sure that you obtain the costs for the appropriate period of your enrollment.

When filling out applications to renew outside scholarships, i.e., National Merit, Elks, etc., indicate that you will be at Williams next year. Since Williams will grant academic credit for study away programs, you are technically enrolled at Williams.

**DETERMINATION OF AID**

Your family contribution, including your student summer earnings expectation, remains the same as though you are attending Williams. A less expensive program of study does not affect the calculation of your expected family contribution.

The Office of Financial Aid will use your study away budget, up to the cost of attending Williams, whichever is lower, to determine your need for Williams scholarship assistance. You will not receive more Williams scholarship if your budget is higher than the cost of attending Williams. However, it may be possible to offset a higher cost by increasing the student loan component of your package.

Your award is based on your study away budget less your family contribution. Your total self-help (campus job plus student loan) expectation will be the same as if at Williams. Whenever possible, we will replace the normal job expectation with student loan. In cases where the study away budget is significantly lower than the Williams budget, the loan component will be reduced proportionately.

If your study away program offers financial assistance, we strongly urge you to apply. In the event that you receive some scholarship assistance from your program, it will be used to reduce the student loan portion of your award.

You need to make sure that you have accounted for all of your expenses on your Study Away Budget Proposal. Contact the representative from your program to get actual billed costs as well as estimates for expenses for which you are not directly charged. Most programs publish this information on their websites.

**DISBURSEMENT OF AID TO STUDY AWAY PROGRAM**

Financial Aid awards are normally completed the first week of July, if your financial aid application is complete. If you enroll in the Williams-Exeter Programme at Oxford University or the Associated Kyoto Program, you will receive a bill directly from Williams and normal procedures for payment apply. If you enroll in any other program, you will not receive a bill from Williams College. In order to assure timely payment of your study away program bill, you must submit a copy of the bill from your study away program to the Bursar. You should keep the original bill, as you and your parents may also be required to pay a portion of the billed expenses.

Upon receipt of a copy of the bill from your study away program, the Bursar will send a check directly to your program. The payment will be sent in mid-August for the fall portion of your Williams Scholarship. Federal and state grants will be forwarded once they can be applied to your student account according to federal and state regulation. If you are away for the year or second semester, a check for your spring Williams Scholarship will be sent in mid-December; federal and state grants will be forwarded once they can be applied to your student account according to federal and state regulation. Any outside scholarship(s), student loan and parent loan proceeds must be received by the Bursar before payment can be forwarded to your study away program. When these funds are received by Williams, the Bursar will send subsequent payment(s).
If you have a student loan in your award package and need to sign a new promissory note, the promissory note must be included with your financial aid award. Your signed promissory note must be returned before your departure. If you experience a shortfall in your summer earnings and need to make up the difference with additional student loan, you must immediately complete and return the Financial Aid Review Form; the link to the form will be part of your financial aid award.

In some cases, the total financial aid credits will exceed the billed charges of the program resulting in a credit balance on your student account. A link to the Williams College Student Account Refund Request Form will be included with your financial aid award to facilitate the processing of your credit-balance refund. You must complete this form and send it to the Office of the Bursar, Williams College, PO Box 406, Williamstown, MA 01267.

**STUDY AWAY HELPFUL HINTS**

Many programs require a deposit. If this creates an extreme hardship for you and your family, please call the Office of Financial Aid and make an appointment with Betsy Hobson. Often a letter from the office to the program will be sufficient to reduce or delay this deposit; if not we can make a short term loan for you to pay the deposit in advance of receiving your financial aid. **Be sure to bring a copy of your acceptance letter with you.**

Prepare your Study Away Budget Proposal with accurate cost projections. **You must do the research for your expenses.** Former participants in your program can be a good source of information regarding ‘real’ costs as well as the website from your program and/or representatives from your program. Another source is the Dean’s Office, which has a record of student impressions from different programs.

Thoroughly check costs that are not billed by the program, including off-campus housing and food, commuter travel, required field trips and expenses associated with breaks and vacations. You must notify the Office of Financial Aid regarding changes to your original budget in writing and with proper documentation of any changes before your departure or early in the semester so that we may adjust your award accordingly.

Anticipate that you will have currency exchange and banking problems. **Determine the best way of taking and receiving money overseas.** Check with major banks in your home area to see if they have a branch overseas. Add a parent name (signature) to your savings/checking account so that deposits and withdrawals can be made in your absence.

Check to see if you will be covered under your parents’ health insurance policy while you are out of the country. **If you will be covered, determine how claims should be handled if you require hospitalization, a doctor’s care or medication.** If you will not be covered under your parents’ policy, you can subscribe to the health insurance offered by Williams College. If you are already covered by the Williams policy, coverage will continue while you are studying away. In either case, **thoroughly investigate your coverage as well as the insurance offered by your specific program.** There may be additional benefits offered by a program’s insurance that are not normally included in your parents’ policy or the Williams insurance plan. Be sure to check them out completely and ask questions if you do not understand your options. A program may request that you purchase ‘evacuation’ insurance in case an emergency departure is required (for health reasons or political unrest). The Dean’s Office also requests that you purchase the ISID (International Student Identification) card available through CIEE. Contact the Dean’s Office for details. Please refer to the Williams College Health Insurance Information for Students Planning to Study Abroad sheet for additional information regarding health insurance.

If you do not currently have a passport, apply for one immediately.

Make two copies of all important identification papers (passport, drivers license, Williams College ID card, Youth Hostel card, etc.). Carry the originals on your person. Leave one set of copies at home with your parents and place the other set in your room or luggage. If the originals are lost or stolen at least you will have copies available until new identification can be obtained.

Plan ahead regarding where and when you will exchange your U.S. dollars for foreign currency. Many exchange houses charge a commission and it is possible to lose money in the transaction.

Be aware of the prevailing monetary exchange rate before you depart and when you arrive. If the U.S. dollar value drops significantly, please notify the Office of Financial Aid at once.

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