

## **Study USA Policies & Procedures (Students)**

This document is a summary of policies and procedures that UM students should understand before applying to a Study USA Program.

### **APPLICATION PROCESS**

Since admission is done on a rolling admissions basis, the Study USA Office strongly recommends that students apply early, as many programs will be filled to capacity prior to the above deadlines. Applying early does not guarantee acceptance. Also note that some programs have earlier application deadlines than listed above. Applications for Wintersession are typically accepted until early November. Applications for May intersession, Summer 1, Summer 2, August intersession and special fall programs are typically accepted until early April. Check the program's web page at [http://www.olemiss.edu/study\\_usa](http://www.olemiss.edu/study_usa) to determine the deadline of a specific program.

### **APPLICATION CHECKLIST**

- Student Information Form
- Study USA Agreement
- Release of Student Information
- Course Approval Form (signed by course instructor and department representative)
- Current Transcript
- Assumption of Risk Form
- Health and Emergency Treatment Authorization Form
- Copy of Insurance Card

### **APPLICATION FEE AND DEPOSIT**

A \$50 application fee is required, and will be charged to your University of Mississippi bursar account immediately following the Study USA application deadline. Once accepted to a program, the student accepts financial responsibility for Study USA course fees and tuition. Students who apply to a program that is cancelled by the Study USA Office will not be responsible for the Study USA course fee and tuition, and the \$50 application fee will be refunded. Students who are wait-listed because a program is filled to capacity will not be responsible for the \$50 application fee, Study USA course fee, and tuition until formally accepted.

### **ELIGIBILITY AND ACCEPTANCE**

Students must be 18 years of age or older to participate in a Study USA Program, regardless of parental consent. Participants must be in good academic standing (2.0 GPA or above) at the time of application. Participants must also meet all prerequisites set by the Study USA course instructor. Acceptance to all programs is based, minimally, on review of the submitted application, an academic transcript and all disciplinary records through the Dean of Students Office. Additional eligibility criteria may apply; see specific program details for additional eligibility requirements.

In order for an application to be complete, the Study USA Office must have the following: Study USA Agreement, Student Information Form, Transcript, Release of Student Information, Assumption of Risk Form, Course Approval Form signed by the course instructor and academic department representative, and the Health and Emergency Treatment Authorization, and a copy of insurance card.

Students will be notified of acceptance status by e-mail from the Study USA office after the Study USA application deadline. Contact with students will be mainly through e-mail. All e-mail communication will be sent to the student's Ole Miss e-mail account, so students must have a current and active "go.olemiss.edu" e-mail address.

Participation may be denied, or participation approval may be revoked if conduct before departure raises doubts as to the student's suitability for program participation. Students whose approval is denied or revoked will be responsible for any fees incurred in accordance with the **Withdrawal Policy**.

### **RELEASE OF INFORMATION**

Student records and transcripts will be released to persons directly involved with the acceptance and processing of a student application. In addition, during the course of a student's participation in a Study USA program, the Study USA Office may wish to provide relevant information from the student's educational records to the student's parents, guardians, and other third parties. Depending on the circumstances, information to be released might include student account information, information about the program in which the student is enrolled, financial and billing information, housing information, or non-emergency information related to the student's health or safety.

Students can authorize that certain information be disclosed in the application agreement. Students can also refuse this disclosure pursuant to the Family Education Rights and Privacy Act (FERPA). For more information on FERPA, see <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **DISABILITY ACCOMMODATION**

We encourage all students to participate in the Study USA program and look forward to working with each and every student. It is important that students with a disability or specific needs disclose the information with sufficient advance notice so that we can work with our host sites to provide reasonable accommodations. Contact Student Disability Services (662) 915 – 7128) for more information about accommodations in an academic setting.

### **FINANCIAL AID AND SCHOLARSHIPS**

Students can use UM financial aid to help cover the cost of participating in an Study USA program in most cases. Students should consult the Office of Financial Aid to determine whether a particular scholarship will apply to the chosen program. More information about the FAFSA is available at <http://www.fafsa.ed.gov>.

Study USA offers a select number of \$500 scholarships during Wintersession, May intersession, and summer Study USA programs. Scholarship applications can be found in the [MyOleMiss](#) "Financial Aid" portal. Students must have a completed Free Application for Federal Student Aid (FAFSA) on file for academic year in which the Study USA program occurs. current academic year.

### **ACADEMIC CREDIT**

The student must be aware of the credit offered and how that credit applies to his/her academic program. The burden is upon the student to complete a Course Approval Form and know how or if the credit will apply towards his/her degree.

### **WITHDRAWAL POLICY**

If, for any reason, a student chooses to withdraw from a program, a Study USA Office Withdrawal Form (available online or at the Study USA Office) must be completed. Verbal statements of withdrawal will not be considered as notification of withdrawal; therefore, the student will still be considered a program participant until written notification is received. Availability for refund will be based on the date that the Withdrawal Form is received by the Study USA Office. If acceptance is revoked for any reason, the student is responsible for fees incurred as stated below.

**PRIOR TO THE APPLICATION DEADLINE** – If a student withdraws from a program prior to the application deadline, he/she will be refunded all funds, less the \$50 application fee and any non-recoverable costs (such as housing deposits, field trip pre-payments, etc.) incurred and/or committed on the student's behalf by UM and its affiliates at the time of withdrawal.

**AFTER THE APPLICATION DEADLINE** – If a student withdraws from a program after the application deadline, he/she will be financially responsible for the \$50 application fee, \$300 withdrawal fee and any non-recoverable costs (such as housing deposits, field trip pre-payments, etc.) incurred and/or committed on the student's behalf by UM and its affiliates at the time of withdrawal.