

Financial Accommodations for Off Campus Study

Benefits for students qualifying under the EDTAG program.

September 1, 2008

Policy Purpose

For many MVNU students, an off campus learning experience is valuable in achieving their academic goals. This policy outlines an equitable method for allowing students under EDTAG to participate in off-campus programs while limiting subsidization by the remainder of the student body.

Provisions

A. Application Process

Students interested in participating in an off-campus program must first make application to the Off-Campus Study Committee (OCSC) within the prescribed timeframe required by the OCSC. . Applications can be obtained in the second floor office suite of the Jennie K Moore building. In turn, the Committee will determine the appropriateness of the off-campus experience for the student, the student's fitness for such study and the available openings for MVNU students to participate, based on budgetary allowances (slots.) The OCSC represents the final authority with respect to whether a student will be allowed to participate in a program(s.)

B. Semester-long programs

Most requests for off-campus study pertain to programs that coincide with MVNU's fall or spring semester. For purposes of this policy, off campus programs (OCP) are categorized as either directly administered by MVNU or administered by another institution.

1. Programs administered directly by MVNU

As of the date of this policy, MVNU operates two distinct programs where students spend a semester abroad; Brazil and Costa Rica. Both programs operate with minimal faculty load apportioned and are in countries where living expenses are modest.

For the Costa Rica program, Students are charged MVNU Tuition, along with the MVNU general fee, standard room and board, and a program fee of \$850. Transportation to Costa Rica and back to MVNU is covered by the program budget. The Brazil program charges MVNU tuition, the General Fee, and standard room and board. Rather than establish a predetermined program fee for Brazil, students will be billed for the cost of airfare from MVNU to Brazil and back, along with visa, and insurance costs. Each of these costs will likely vary from year to year. Initially, approximately \$1,250 in airfare, visa and Insurance is anticipated for the spring semester of 2011.

For Costa Rica, a \$150 non-refundable deposit must be paid by February 1 of the preceding fiscal year. For Brazil, a \$500 non-refundable deposit must be paid by May 1 of the preceding fiscal year. For either

program, if airfare is purchased for the student prior to the student's cancellation, the student will be billed for the full value of the airfare, less any deposits paid.

For both programs, the participating EDTAG student retains tuition reduction benefits up to the value of that semester's tuition alone. All costs beyond tuition are the responsibility of the EDTAG student. In other words, if the combination of tuition remission and MVNU institutional financial aid exceed tuition costs, the total institutional assistance to an EDTAG beneficiary will be reduced to the value of tuition alone.

2. Cross-registration and attendance at a member institution of the Nazarene Consortium

MVNU allows EDTAG students to cross register for a semester with another, participating member of the Nazarene Consortium (Host Institution), living on campus at that institution while taking classes there. The terms of this program are found in the "Cross-Registration Agreement for Nazarene Colleges and Universities" Dated March 24, 1999, a copy of which is available from the Student Accounts Office. The EDTAG student will be billed by MVNU for MVNU posted tuition, the room, board and fees of the host institution, and a \$500 administrative fee. Those costs beyond tuition will be forwarded to the host institution. An EDTAG student approved by OCSC to participate in such a program will receive normal tuition remission benefits from MVNU but will not qualify for any other institutional aid for that semester.

3. Programs administered by institutions other than MVNU or a member institution of the Nazarene Consortium.

There are a variety of programs offered by other institutions where an EDTAG student can participate for a semester, while receiving course credit from MVNU. Certain programs have been pre-approved for MVNU student participation (CCCU-sponsored in particular). All others require some form of evaluation by the OCSC and the office of the Vice President for Academic Affairs before the student can apply.

For these non-MVNU and non-Nazarene consortium programs, EDTAG students will be billed by MVNU an amount equal to one half of MVNU tuition for the semester of participation. That billing is in lieu of the tuition cost of the other program. Costs for room, board, transportation or anything else associated with the program will be the responsibility of the student. EDTAG students do not pay the \$500 administrative fee for any program other than what is administered by MVNU or the Nazarene consortium. A non-refundable, \$50 application fee is required for all programs, to be applied to other charges when approval is granted. An EDTAG student approved to participate in such a program will not be eligible to receive institutional funds.

C. Programs operated during the January term or summer school.

No MVNU tuition remission (EDTAG) is apportioned for any January-term or summer school off campus experience. Typically, the cost of a program held during those periods is billed to the student as a separate course fee (in the case of an MVNU January or summer school trip, for

example), or as tuition and fees (in the case of the International Business Institute's summer experience.) A \$50 application fee will be required. Since such programs differ widely, students are encouraged to consult with the Student Accounts Office to determine the cost and any other requirements, prior to making application.

D. For all EDTAG students considering an off-campus experience

This policy limits participation by EDTAG student to one semester-long, non-MVNU off campus program during his or her experience with MVNU. Should a student be allowed an exception to participate in more than one semester-long non-MVNU off-campus experience, the entire program cost of the second or later program will be the responsibility of the student, along with any administrative costs assessed by MVNU as it, in its sole discretion, deems appropriate. There are no EDTAG benefits accorded for a second or later semester-long, non-MVNU experience.

The provisions of this program are subject to change, particularly if off campus programs, MVNU-sponsored or otherwise, experience significant inflation of costs.

Effective Date

The effective date of this policy is June 1, 2009 for the 2009/10 academic year.