

## **Financial Accommodations for Off Campus Study**

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 to participate in 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. Each is handled differently.

##### **1. Program(s) 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 student retains all institutional aid up to the value of that semester's tuition alone. All costs beyond tuition are the responsibility of the student. In other words, if MVNU institutional financial aid exceeds tuition, such aid will be reduced to the level of tuition.

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

MVNU allows 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. A student approved by OCSC to participate in such a program will be billed by MVNU for MVNU posted tuition, the room, board and fees of the host institution, and a \$500 administrative fee. A \$50 non-refundable application fee is also required and is applied to the program fee upon acceptance. Whatever is billed by MVNU in excess of tuition is forwarded to the host institution. The student will qualify to receive institutional financial aid from MVNU, limited to the amount of MVNU tuition.

## **3. Programs administered by institutions other than MVNU or a participating Nazarene university.**

There are a variety of programs offered by other institutions where an MVNU student can participate for a semester, while receiving course credit from MVNU. Participation in such a program requires prior approval. Some programs (CCCU-sponsored in particular) are approved by policy. All other programs require prior approval by the office of the Vice President for Academic Affairs before the student can apply for enrollment.

The cost to a student for a program of this type is the greater amount equal to MVNU tuition, general fee, MVNU room and board and an off campus study fee of \$500 or the cost of the program. In addition, a \$50 non-refundable application fee is also required and is applied to the program fee upon acceptance. Acceptance into the program is subject to perceived fitness of the student for participation and any University limitations on the number of participants (available slots) for non-MVNU programs.

A participating student may apply his or her institutionally-sourced financial aid toward a non-MVNU program, up to an amount equal to 50% of a full time semester's MVNU tuition and general fee. For students whose normal institutional aid is less than 50% of a semester's base tuition and general fee, all institutional aid is thus retained. For those who receive more than 50%, their aid is reduced to 50% of MVNU's base, full time tuition and general fee for that semester.

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

No MVNU aid 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, or as tuition and fees in the case of the International Business Institute's summer experience. Students interested in programs outside of the standard semester should consult with the Student Accounts Office to determine the cost and any other requirements prior to making application. A \$50 non-refundable application fee is also required and is applied to the program fee upon acceptance.

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

This policy limits participation by the 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 will be the responsibility of the student, along with any administrative costs assessed by MVNU as it, in its sole discretion, deems appropriate.

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.