

This form is required for all Chancellor's Global Scholarship (CGS) applicants who are applying for funding for a CUNY study abroad program. CGS applicants applying to fund a non-CUNY program must instead submit a [Consortium Agreement](#). CGS awards are contingent on verification that credits to be earned on the program will apply towards the student's degree program. If a student's courses change after this form is submitted, the student must resubmit it.

Consortium Period: Fall 20____ Winter 20____ Spring 20____ Summer 20____

Part 1 To be completed by Student

Last Name First Name EMPLID

Home Institution

Phone Number Email

Study Abroad Program CUNY Sponsor College

I affirm that the courses I plan to take during the study abroad program listed above can be used toward completion of my degree.

I am requesting that my home institution award and disburse financial aid based on my enrollment in this study abroad program. I affirm that I have completed the necessary financial aid applications and will adhere to all financial aid processing requirements and deadlines.

I understand that I am responsible for paying tuition, fees and other expenses as charged by the CUNY sponsor college and that I will be responsible for repaying the financial aid, including scholarships, disbursed to me if I fail to begin attendance or withdraw from courses.

I understand that the disbursement of funds from CUNY may occur after the program's payment deadlines. It is my responsibility to adhere to the deadlines and policies of the CUNY sponsor college, regardless of CUNY disbursement dates.

I agree to inform my home institution's financial aid office if I fail to begin attendance in any of the courses approved under this verification. I further agree to notify my home college and the CUNY sponsor college immediately of any change in enrollment status including course withdrawals and substitutions.

I acknowledge that I am responsible for arranging that an official transcript of coursework taken through the program be sent to my home institution as soon as possible. Failure to arrange for an official transcript in a timely manner may result in a hold placed on my student account.

Student's Signature_____

Date_____

Part 2: To be completed by the Academic Advisor and Registrar's Office at the Home Institution

I affirm that the courses listed below, if successfully completed, are applicable to the above student's degree. If the student is participating in this program by EPermit, I have advised the student that this coursework must be transferred back to the College before the next registration period.

Name of Course	# of Credits	Term	If STABD, College Equivalent

Home College Registrar's Name

Home College Academic Advisor Name

Signature

Signature

Title

Title and Department

Date

Date

Part 3: To be completed by the Study Abroad Office at the CUNY Sponsor College

CUNY Sponsor College: _____

Program title: _____

Dates of Enrollment: _____ to _____

Cost of Attendance	
Tuition & Fees	
Room & Board	
Books & Supplies	
Transportation	
Other (Specify)	
Total Cost of Attendance	

Registered Course #	Registered Course Title	# of credits

CERTIFICATION

The Study Abroad Office in charge of the student’s program (Sponsor College) certifies that the above-named student is enrolled for stated period of attendance. The Sponsor College certifies that it will inform the home college if the student withdraws from any or all courses before the end of the period of enrollment covered by this agreement. In the case of total withdrawal, that information will include, if known, the student’s last day of attendance.

REFUND POLICY: All financial aid will first be applied to the student’s account at CUNY. Any funds remaining after any charges on the student’s CUNY account are paid will be refunded directly to the student. **It is the student’s responsibility to pay any outstanding charges incurred at the host institution.**

Study Abroad Advisor at CUNY Sponsor College _____

Signature _____

Title _____

Date _____

Phone Number _____ Email _____