

EXTENDING PARTICIPATION IN A PROGRAM

We encourage students to study abroad for the full year. Those who are certain about the fall semester and considering a full year should apply for the year. Notification of any change (full year to fall/fall to full year) should be made to Central College Abroad and the on-site director by November 1st.

Any questions about billing or payment should be directed to Central College Abroad, at 800.831.3629.

ADDITIONAL INFORMATION

Questions, requests for additional information and materials, or requests for assistance should be directed to Central College Abroad.

Central College Abroad
812 University Street
Box 0140
Pella, IA 50219

Telephone – 641.628.5284

Toll-free number – 800.831.3629

Fax – 641.628.5375

E-mail – StudyAbroad@central.edu

Web address – www.central.edu/abroad

Registrar– 641.628.5343

Office of the Provost – 641.628.5175

Office of the President – 641.628.5269

October 2007

CENTRAL COLLEGE ABROAD **Cooperating Agreement Plan**

AN INVITATION

Central College Abroad's nationally recognized study abroad programs have attracted students from all parts of the United States for over 40 years. Language immersion programs in Granada, Spain; Paris, France; and Vienna, Austria are complemented by our partial immersion programs in Hangzhou, China and Merida, Mexico and the English-language programs in Bangor, Wales; Leiden, the Netherlands; and London, England. Summer programs are offered in Bangor, Wales; London, England; Leiden, the Netherlands; Hangzhou, China; Merida, Mexico; and Granada, Spain.

Students who return to their campuses from a Central College Abroad program bring with them a sense of intellectual stimulation and vitality that permeates the entire student body and enriches the academic environment. Since the first Central College Abroad program opened, colleges and universities across the nation have chosen to work cooperatively with Central College to provide study abroad opportunities for their students. Based on standards established by Central College, these schools select and screen their own students, plan financial assistance, and are given priority for their own students on Central College Abroad programs.

We invite you to join us in making invaluable international opportunities a part of your students' undergraduate education.

CENTRAL COLLEGE ABROAD MISSION STATEMENT

Central College Abroad fosters cross-cultural appreciation and foreign language development through high quality study abroad programs. Because study abroad is integral to an undergraduate education in an increasingly global society, Central College Abroad is committed to providing experientially and culturally intentional, tailored programs with personalized service to a wide range of students and institutions.

WHAT DOES IT MEAN TO “COOPERATE”?

- 1. Access to successful programs —**
Central College Abroad began its first program in 1965 in Paris and has since grown to include program sites in Europe, Mexico, and China. Thousands of students from hundreds of colleges and universities have participated in Central College Abroad programs.
- 2. The Cooperating Council Meeting —**
Each spring Central College in Pella hosts Cooperating Institutions for a Cooperating Council meeting. The participants meet all of the on-site program directors, learn firsthand about programs’ current operations and new developments, and discuss future initiatives, trends and needs in study abroad.
- 3. On-site program review —**
Regular on-site reviews are conducted as a part of Central College’s continuing effort to maintain excellence in its international programs. These evaluations are made under the oversight of the leadership of Central College Abroad and the Central College Off-Campus Programs Committee. Each on-site review committee includes a representative of one of the Cooperating Institutions who takes an active role in the evaluation abroad.
- 4. Central College Abroad scholarships —**
Each year Central College distributes Merit and Vance

DEPOSIT

A \$350 deposit (\$500 for summer programs) must be received within two weeks of acceptance. The deposit is nonrefundable except in the extraordinary circumstance that Central College cancels the program.

PAYMENTS DUE

Following the deposit, the program balance is due: May 1 (summer programs); July 15 (fall semester) or November 15 (spring semester). If this payment is not received by the deadline, the student may be dropped from the program unless specific arrangements have been made by the Cooperating Institution with Central College Abroad.

A monthly payment plan option is available for students paying Central College directly.

WITHDRAWING FROM CENTRAL COLLEGE ABROAD

Students accepted to Central College Abroad who make payment beyond the nonrefundable deposit and subsequently withdraw will be charged per the following schedule for semester programs only: between receipt of deposit and 60% completion of the program: deposit plus all program expenses incurred; between 61-100% completion of the program: full program costs. Students who enroll in full year programs and withdraw from the spring semester will be charged as follows: withdrawal prior to November 1: no charges; after November 1: all expenses incurred. Students accepted to Central College Abroad summer programs who make payment beyond the nonrefundable deposit and subsequently withdraw will not be granted a refund.

- Federal Stafford Loan
- VA benefits

- *Regarding Work-study: Work is not available on Central College Abroad programs. When possible, a student's work dollars could be replaced with loan or grant funds in the financial assistance package.*

STATE AID SOURCES

- State tuition grants
- Miscellaneous state scholarships or grants

PRIVATE SOURCES

- Any funds awarded directly to the student from a non-institutional source; e.g., civic organization awards or prizes, corporate-sponsored scholarships, etc.

A Cooperating Institution Financial Aid Office has the discretion to adjust the institutional budget used for computation of financial assistance to reflect the increased costs associated with studying abroad. In some cases, this may increase a student's eligibility for student loan funds or other need-based assistance.

FINANCIAL POLICIES AND REFUNDS

Central College Abroad's policies on refunds arise from the need to reserve and pre-pay many program components such as housing, instruction and excursions.

scholarships of up to \$1000 to students who participate in semester or academic year programs. The Vance Scholarship is specifically awarded to students from cooperating institutions with one scholarship recipient named per Central College program site each semester.

5. **Regular visits to Cooperating Institutions** — Central College Abroad staff members visit cooperating campuses on a regular basis and talk with students, faculty, and administrators about Central College Abroad programs.

6. **Travel grant program** — Each year members of Cooperating Institutions are given the opportunity to apply for a \$1,000 travel grant to visit one or more Central College Abroad programs.

7. **Tailored program options** — The Central College Abroad programs afford Cooperating Institutions the opportunity to offer their students a variety of program choices related to their major, career interests, and personal goals.

8. **Marketing support** — Each Cooperating Institution may refer to Central College Abroad programs in recruitment and development efforts, as well as use the Central College Abroad program descriptions in its catalog or on its website to advance awareness of all academic options.

9. **Strengthened language and international studies curriculum** — International programs heighten global awareness on the home campus and expand second language acquisition opportunities.

10. **Reduced administrative procedures for Cooperating Institutions** — Central College Abroad manages the administrative aspects of study abroad programs making it possible for staff and faculty at Cooperating Institutions to focus on student advising and support.

THE COOPERATING AGREEMENT

Purpose: The Cooperating Agreement creates a framework that enables Central College and member institutions to work together in providing high quality international studies programs to their students. Cooperation serves to increase the efficiency and effectiveness of program operations while minimizing the administrative, curricular, and financial obstacles that often discourage students from taking advantage of the opportunity to study abroad. Since the Cooperating Agreement's inception, sustained enrollment in programs from numerous Cooperating Institutions has consistently allowed Central College to offer a wide variety of programs. The scope, continuity, and viability of these programs could not have been maintained without the additional support of Cooperating Institutions.

LEVELS OF COOPERATION

The extent to which a college or university makes an institutional commitment to the promotion of study abroad will vary. From the point of view of a student who is seeking access to a study abroad program, the level of financial assistance available represents an important element of this commitment. Two levels of cooperating membership have been established so that Cooperating Institutions may determine the extent of their role in providing financial aid:

Associate Members are Cooperating Institutions that make the significant commitment to continue institutional aid for students participating in Central College Abroad programs.

Participating Members are institutions that make the commitment to continue only non-institutional financial aid.

Course descriptions and course options may be subject to change due to circumstances beyond Central College's control.

Courses are numbered as either 600- or 700-level. Six hundred-level courses are typically lower-division courses in a subject; 700-level courses are typically upper-division courses in a subject. Cooperating Institutions may use their own discretion in assigning equivalencies to course requirements on their home campus. The Central College Abroad office and the Registrar's Office at Central College are available for consultation if desired. Central College credits are recorded in semester hours.

FINANCIAL AID

The Cooperating Agreement allows for continuity in student financial aid. The agreement ensures that Cooperating Institutions' students continue to receive financial aid via their home institution while attending a Central College Abroad program. The Cooperating Agreement thus constitutes a consortium agreement for the purpose of providing governmental aid.

At a minimum, it is expected that Cooperating Institutions continue to allocate financial assistance from federal, state, or other non-institutional sources for which a student would normally qualify. Applicable programs should include, but may not be limited to, the following:

FEDERAL AID SOURCES

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan

unable to accommodate all qualified applicants. In such cases, a waiting list will be established. Selection for placement of applicants from the waiting list will be made on a merit basis with preference given to students from Cooperating Institutions. Applicants for full-year programs are normally given preference over one-semester applicants. Should a student on the waiting list be selected, he/she must immediately submit the \$350 deposit (\$500 for summer programs) to guarantee reservation of a place on the program.

All students should be encouraged to apply online by the announced deadline to be considered for a space on the desired program.

STUDY ABROAD APPROVAL FORM

The purpose of the Study Abroad Approval Form is two-fold: it (1) confirms that the home institution will allow course credit and program participation information to be transferred and (2) authorizes the automatic release of the student's Central College transcript to the Cooperating Institution upon completion of a program. If a student has an outstanding balance on his/her account, however, the transcript will be held until it has been paid. Central College will arrange for a copy to be sent to the Cooperating Institution immediately thereafter.

COURSE DESCRIPTIONS, CREDIT HOURS, AND TRANSCRIPTS

Descriptions are available for courses offered to students on Central College Abroad programs. In cases where the request is for a course in which no previous Central College Abroad student has enrolled, there may be a slight delay in obtaining and forwarding a complete description. Central College Abroad will make every effort to provide the information as quickly as possible, however.

CENTRAL COLLEGE'S RESPONSIBILITIES

1. To provide quality academic programs that include ongoing cross-cultural orientation and support through our on-site program directors.
2. To offer the Cooperating Institutions information and materials needed for on-campus recruitment and screening and for additional advertising and publicity.
3. To send a territory representative from Central College Abroad to the Cooperating Institutions on a regular basis to assist with recruitment, provide program updates and share ideas. Each institution will work with a designated person in on the Central College Abroad staff to ensure personalized attention.
4. To act as the principal liaison between Cooperating Institutions and the international sites for routine and non-routine communications.
5. To assist in coordinating visits from staff at Cooperating Institutions to the program sites abroad.
6. To solicit ideas from Cooperating Institutions in strategic planning.
7. To set and administer standards for behavior and academic performance on the international programs and to provide complete information to the home institution regarding significant academic difficulties, disciplinary measures or dismissal.

RESPONSIBILITIES OF THE COOPERATING INSTITUTION

1. To make a commitment to support international study programs and to advance awareness of that commitment throughout the institution.
2. To appoint an international studies coordinator responsible for related duties on the home campus and for official communications with Central College.

3. To recruit applicants on campus.
4. To screen and select applicants who are serious, prepared, and likely to succeed on a Central College Abroad program.
5. To provide accepted applicants with financial aid consistent with the institution's commitment to international study.
6. To develop efficient coordination among campus offices involved in the application process, thus minimizing problems and hindrances for the applicant.
7. To supply Central College with information about each applicant to ensure swift and accurate placement abroad.
8. To ensure that its business office collects tuition and fees from program participants and forwards appropriate funds to Central College according to payment schedules.

ADMISSION POLICIES FOR THE COOPERATING INSTITUTIONS

1. Applications received from Cooperating Institutions or the students themselves will be reviewed and acted upon according to the published criteria and deadlines for each program. All applications will be reviewed on a rolling admissions basis and accepted students will be notified of their acceptance to the program. No application will be reviewed until the applicant's file is complete.
2. *Cooperating Institutions will be given priority for space on the program.* If an institution is aware of an application that may arrive after the application deadline, the coordinator at the Cooperating Institution should provide Central College Abroad with the student's name, program preference, and anticipated date of completed application to ensure that the student is considered for the desired program. Any additional relevant applicant information may also be

forwarded at the time of the request. If the applicant's credentials will not be received before the application deadline dates of March 1 for summer, March 15 for fall semester or full-year programs, or October 15 for spring semester programs, the student should be prepared to submit the standard \$350 deposit (\$500 for the Paris and summer programs) by the deposit deadline if accepted to the program of choice.

After acceptance to a Central College Abroad program, we expect all students to continue to perform at the same or at a similar academic level as was presented in the most recent transcript you provided for acceptance. Central College Abroad reserves the right to withdraw an acceptance to a program if it is decided that the student no longer meets the academic requirements to participate on the study abroad program. Some circumstances that could lead to this include:

- Overall GPA falls below the 2.5 minimum anytime prior to departure abroad.
- Current semester GPA drops significantly below the minimum 2.5 GPA requirement.

In addition to expectations of academic performance, Central College Abroad reserves the right to withdraw an acceptance to a program as a result of disciplinary action on or off-campus.

WAITING LISTS

The admission policies described should eliminate the need to place students on a program waiting list. However, given the high demand for enrollment in certain programs, there may be cases in which Central College Abroad must impose a space limitation and therefore be