

Point Park University Policy on Enrollment in Study Abroad

Intent of Document

The following document serves as the Policies and Procedures Guide for the Study Abroad Program at Point Park University. This guide is a resource for answering questions pertaining to the Study Abroad Program. This document will be amended whenever necessary in order to reflect any and all changes that are made to the Study Abroad Program.

Program Overview

The Study Abroad Program, as described in the Point Park University Catalog, is as follows:

Point Park is affiliated with two Study Abroad Programs: Regent's University in London and the American University in Rome. If students select these programs for studying abroad, the application process is simplified and students receive actual grades upon completion of the courses.

Student can also participate for college credit in Study Abroad Programs managed through other schools. However, the application process must be managed by the student and the courses are transferred in on a pass/fail basis, just like other transfer credits.

Regent's University is located in the heart of London. At Regent's, courses are taught American-style by British and International instructors in many areas of the arts and sciences, and business.

The American University in Rome also offers a broad selection of arts and sciences, and business courses, with some fine and studio arts courses available, including photography. Students also take 3 credits of Italian during the semester.

By means of the Eurotrain systems, the Channel Tunnel, and economic regional airfares, many beautiful and historical European cities can be explored on weekends.

Participation Requirements

Students wishing to participate in the Study Abroad Program at Point Park University must meet certain participation requirements. A student must be in good standing both academically, judicially, and financially at the institution in order to participate in the program.

Contact Information For Study Abroad Program

Students wishing to participate in the Study Abroad Program should contact the Study Abroad Coordinator, Sarah George, at 412-392-3840, by email at studentengagement@pointpark.edu, or visit the Office of Student Engagement, 7th floor Student Center.

The Study Abroad Coordinator is able to answer questions pertaining to the campuses available, location information, application information, costs, policies, and procedures associated with the program. The Coordinator will also be able to refer students to individuals that will assist with financial aid, student accounts, and registration for all of the study abroad programs.

Financial Aid Availability

Students interested in the Study Abroad Program need to know that there will be additional costs incurred pertaining to travel expenses, living expenses, and general out-of-the-country expenses that are associated with any study abroad program.

Financial aid is available to students in the form of federal and state grants, federal loans, alternative loans, and personal bank loans. Institutional aid (Point Park scholarships, grants, etc.) is not available to students studying abroad, except as noted below, will be forfeited for the semester abroad, and students will be responsible for the funds forfeited in their financial aid package. All institutional aid will be restored to the student's financial aid package upon return to Point Park University, as long as the student is in good academic standing and meets eligibility requirements for the institutional aid.

Study Abroad Program	Schools of Arts & Sciences / Communications / Business	Conservatory
Regent's – London	Maximum Award - \$2,500*	Maximum Award - \$5,500*
American University of Rome	Maximum Award - \$2,500*	Maximum Award - \$5,500*

*The maximum award retained may not exceed the total institutional aid awarded in the student's financial aid package. The maximum award amounts listed apply to study abroad semesters in the 2016-17 academic year. Students must display financial need based upon their FAFSA.

Note: Students may not use tuition remission, Tuition Exchange, or Council of Independent Colleges (CIC) funds for study abroad.

Students should contact the Financial Aid Office at Point Park University to discuss any financial aid concerns that they may have in regards to the semester abroad and how it affects their financial aid package.

Study Abroad Student Limits

The study Abroad Program is available on a first-come-first-serve basis and is limited to fifteen (15) students per semester. If more than fifteen (15) students are interested in studying abroad in a given semester, a waiting list will be created in the event that a student withdraws their application from the program.

Student Accounts Information

All deposits and payments on account are to be made to the Student Accounts Office, located in the Student Financial Service Center, 1st Floor Thayer Hall.

All charges and billing information will be generated and collected by the Student Accounts Office at Point Park University. All payment to institutions abroad will be requested and fulfilled by the Student Accounts Office. Students making payments directly to the institutions abroad risk the possibility of losing those funds due to the billing and conversion rates of foreign currency.

Students may contact Ms. Misty Abraham, Director of Student Accounts at 412-392-3442 or by email at mabraham@pointpark.edu to answer any questions concerning billing and payment information.

Notification To Study Abroad

Students are encouraged to plan at least one semester ahead when planning to study abroad. For example, if a student is planning to study abroad during the fall term, students should contact the Study Abroad Coordinator in January of the previous semester. In addition, students who plan on studying abroad during the spring term should contact the Study Abroad Coordinator in September of the previous semester.

By contacting the program coordinator a semester ahead of time, students will be able to coordinate and complete all necessary paperwork for a smooth transition into their study abroad experience.

In addition, by notifying the proper individuals in a timely fashion, students will have a better opportunity to participate in the program due to the limit on study abroad opportunities for each term.

Registration of Classes Abroad

The Registrar's Office at Point Park University will coordinate all classes taken abroad. The Study Abroad Coordinator is responsible for communicating all course equivalencies to the Registrar's Office in a timely fashion for the transferring of credits from each foreign institution.

Students will meet with both their academic advisor and the Study Abroad Coordinator in order to select the appropriate courses for the study abroad experience. It is the responsibility of the student, advisor, and the Study Abroad Coordinator to coordinate the appropriate classes that are equivalent to Point Park credits.

Intent of Program

The Study Abroad Program at Point Park University is an "opportunity" for students, not a "requirement" for their degree program. Students are responsible for all paperwork associated with the study abroad programs and assume all responsibilities for documents necessary for traveling abroad. Students also assume all responsibilities and risks associated with study abroad opportunities and will be explained these risks and responsibilities by the Study Abroad Coordinator.

Checklist For Studying Abroad

A checklist of items associated with studying abroad will be furnished by the Study Abroad Coordinator and explained in detail to each student interested in the program. This checklist should be maintained in order to verify that all necessary steps are taken for a smooth transition to studying abroad.

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01-14-05 (revised kp)

10-21-08 (revised kp)

09-16-09 (revised kp)

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