

Providence Christian College
Off Campus Studies Handbook
2018-2019

Off-Campus Study Programs: 2018-19 Academic Year

Introduction

Since its founding, Providence Christian College has committed itself to learning in different cultures and contexts. A big part of that commitment has been encouraging students to study abroad. What follows is a guide for students interested in studying abroad.

Providence Endorsed Programs

Council for Christian Colleges and Universities (CCCU) Best Semester Programs

Bestsemester.com

Australia: Studies Centre

Costa Rica: Studies Program

Los Angeles: Film Studies Program

Middle East: Studies Program

Nashville: Contemporary Music Center

Northern Ireland Semester

Oxford: Scholars' Semester

Oxford: Summer Programme

Uganda: Studies Program

Washington, D.C.: American Studies Program

Redeemer University College

<https://www.redeemer.ca/academics/experiential-learning/off-campus-studies/>

Au Sable Institute of Environmental Studies

Crandall-Oxford Studies Program Redeemer in France Program

Trinity Western Laurentian Leadership Program

Creation Care Studies Program

Redeemer in the South of France

Calvin College

<http://www.calvin.edu/academic/off-campus/programs/>

Study in Africa (Ghana)

Study in Britain at York St John University

Study in China

Study in France

Studies in Honduras (Development Studies & Spanish Studies)

Study in Hungary

Study in Peru

Study in Spain

Study in Washington DC

Calvin Partnered Programs

<http://www.calvin.edu/academic/off-campus/non-calvin-programs/>

Trinity Christian College

www.trnty.edu/offcampusprograms.html

Chicago Semester

Semester in Ecuador

Semester in Romania

Semester in Oman

Semester in the Netherlands

Semester in Spain

Semester in China

Semester in Paris

Geneva College

www.geneva.edu/object/crossroads_programs.html

Rome Experience

Semester in Scotland

Dordt College

www.dordt.edu/academics/off_campus/approved_programs/summer_programs.shtml

Studies Program in Contemporary Europe (SPICE)

Studies Program in Nicaragua (SPIN)

Semester in Korea

Semester in Zambia

Central America: Language, Culture and Society (Summer) Creation Care (Summer: Belize or New Zealand) Dutch Culture and a Reformed Worldview (Summer)

The King's College

go.tkc.edu/NYCJ

Journalism Semester

Gordon College

www.gordon.edu/balkans

Semester in the Balkans

Semester in Orvieto

Northwestern College (Iowa)

www.alamanacentre.org/index.php?pageid=4a

Semester in Oman

Non-Endorsed Programs

Students may seek programs other than those listed above. All other off-campus programs are considered non-endorsed programs. If a student finds a non-endorsed program independently, enrollment in the non-endorsed program will not be supported with Providence institutional financial aid. Students pursuing non-endorsed programs should consult with the Registrar, prior to applying for the program, about transfer arrangements and consortial agreements as needed.

Belgium

Semester in Brussels, Belgium:

<http://www.vesalius.edu/academics/study-abroad-programme/incoming-students/>

As the center of the European Community, Brussels is the ideal place for students of varying interests and major areas of study to enrich their undergraduate experience. Located in the heart of Brussels, Vesalius College provides an ideal venue for students to get the most out of a European Study Abroad opportunity. Over 300 international students from over 45 nationalities attend Vesalius College every semester, providing a truly cosmopolitan and culturally enriching environment. With class instruction in English, associated with a Dutch language university and located in a French/Dutch bilingual city, Vesalius College offers something for everyone. Homestay and flight included, if deadlines are met.

Summer Term in Brussels:

<http://www.vesalius.edu/academics/study-abroad-programme/incoming-students/>

Situated in Brussels, "The Capital of Europe," Vesalius College offers students a unique summer experience. The six-week Summer Session gives students a focused academic program and the opportunity to experience the best of European culture and travel.

France

Semester in Aix en Provence, France (French language):

http://www.ceastudyabroad.com/programs/france/aix_en_provence.html

This semester abroad program is designed for students who are interested in studying French language and culture while experiencing everything Aix-en-Provence has to offer. Students take courses offered through the Institut d'Etudes Françaises Pour Etudiants Etrangers (IEFEE), a center of the University Paul Cézanne Aix-Marseille III dedicated to teaching French. The IEFEE is regarded as one of the best French-language teaching centers in the country. All classes are taught in French and are available to students of various language levels from high beginner to superior. Homestay and flight included, if deadlines met.

Semester in Aix en Provence, France (Art, French Honors Program):

<http://www.iaufrance.org>

Providence students can attend two distinct programs at IAU College in southern France. The Marchutz School of Fine Arts

<http://www.iaufrance.org/Programs/Marchutz> takes an interdisciplinary and holistic

approach to art education. All students interested in art from any perspective and want to study art in France - and regardless of their skill level - should consider Marchutz. Its innovative interdisciplinary approach to the arts combines readings in literature and philosophy with studio art training, thereby providing students with a coherent theoretical and practical approach to the creative process.

The French Honors Program <http://www.iaufrance.org/Programs/FHP> is designed for French Majors or other students with demonstrated advanced level French, interested in a comprehensive language and cultural immersion program. These programs are available in the Fall and Spring semesters and include a homestay with a French family.

Semester in Paris, France: <http://www.ceastudyabroad.com/programs/france/paris.html>
This program, offered jointly by the CEA Global Campus in Paris and the University of Paris IV - Cours de Civilisation Française de la Sorbonne, is designed for students of all language levels who are interested in acquiring and improving their language skills while gaining a thorough education in French culture. This distinctive program offers study abroad students the opportunity to complement their intensive language learning with elective study in the liberal arts and social sciences in various subjects, taught in English, including Art, Business, Cultural Studies, History, Literature, and Political Science.

Summer Terms in France:

Aix-en-Provence and Paris <http://www.ceastudyabroad.com/programs/france.html>

Programs are offered during June and July in both Aix en Provence and Paris. The Intensive Language program in Aix is designed for students at the high beginner level and above who wish to acquire and improve their French language skills in a short, intensive period. The French Culture & Society program in Paris focuses on providing an intensive and profound exploration of subjects, taught in English, ranging from the foundations of French History to current issues in International Politics and business issues. Instructors concentrate on adapting their courses to the city of Paris, using its streets, museums, markets, and people as an endless source of course material.

Aix-en-Provence <http://www.iaufrance.org/Programs?SummerPrograms>

Programs are offered in June and July in liberal arts, French language, and art. The 3 and 6 week options enable students to choose from courses in archaeology, art (painting and drawing, sculpture, arts management, architectural design), business, communications, creative writing, French language and literature, history, and photography. Depending on their selections, students will either enroll in the Aix Center, the French Honors Program or the Marchutz School of Art. Students interested in the 3 week intensive French program

will enroll at the Aix Center.

Germany

Semester in Heidelberg, Germany:

<http://www.heidelberg.edu/academiclife/distinctive/studyabroad/ajy/>

This program, for juniors, is connected to Universität Heidelberg - Germany's oldest university. Students will develop a more independent and self-reliant attitude towards learning. Students will gain a new perspective on their major field of study and will broaden understanding of European history and cultures. Since all courses are taught in German, language proficiency will increase rapidly. These new language skills will then allow more ease of assimilation into German life and culture. Students live in dorms or shared apartments with German students. This program is of special interest to German Studies majors.

Summer in Germany:

<http://www.heidelberg.edu/academiclife/distinctive/studyabroad/ajy/>

Spend six weeks (late May through early July) in Heidelberg, Germany, taking Intermediate and Advanced German along with other courses at Universität Heidelberg—Germany's oldest university, while living with a German family. All courses are taught in German, and credit is granted through Heidelberg University, Tiffin, OH. A trip to Berlin is included, along with other cultural excursions.

Israel

Semester in Jerusalem, Israel www.juc.edu

This program through the Jerusalem University College offers courses in the history, geography, culture, religions, and languages of ancient biblical times and the modern Middle East, providing rich insights into the past and a meaningful cross-cultural experience. Semester students travel the land from Dan to Beersheba, take field trips throughout Egypt and Jordan depending on the program of study in which they are enrolled. Faculty members from a variety of cultures and traditions help students learn to use the historical, geographical, archaeological, cultural and linguistic data in the interpretation of Scripture. They further the students' understanding of the interplay of ideologies and customs in the political, social, and historical relationships of the Middle East. NOTE: Students who participate in this program will not be eligible for federal Title IV funds, but JUC will provide aid in the amount of any federal funding. Flight included, if deadlines met.

Japan

East Asia Institute at Tokyo Christian University: <http://acts.tci.ac.jp/eai/index.html>

The East Asia Institute at Tokyo Christian University is a one-semester program that lets you meet the people in their home setting, experience for yourself their life, culture, and history, and gain a deep academic knowledge of this region. You may study the Japanese language at any level, from beginner on up to the most sophisticated. The one semester option provides a package of courses carefully tailored to give you a balanced knowledge of Japan and East Asia, a set of guided experiences to let you touch and taste the history, art, and modern economic power of the Japanese people, a homestay with a Japanese family, and the friendship of Japanese students and other international students. You will return home with a richer and deeper awareness of yourself as a world Christian. (100% of Providence Christian financial aid is applied for this study abroad program). This program does not satisfy the core foreign language requirement.

Flight up to \$1500 included, if deadlines met.

Spain

Summer Term in Spain: www.semesterinspain.org

The Semester in Spain summer term is a 3 and a half week program of Trinity Christian College. Students may stay for one or two terms. Students choose one 4 credit course per term. All courses are taught in Spanish.

Thailand

Go ED: www.go-ed.org

Go ED is a study abroad program that partners with international relief and development organizations across the globe, embedding students in select regions and countries to learn, study and experience life from an indigenous perspective. The program operates in some of the most poverty-stricken regions of the world, in the belief that light, beauty and hope continue to thrive in these hard places, and that they offer profound lessons to those who are willing to learn. There are currently Go-Ed programs in 2 regions: Africa (Rwanda/Uganda) and Mekong region of northern Thailand. Students spend 16 weeks in their chosen location, attending four 3-credit classes during the semester and participating in a four-week field practicum project. Pre-field training and flight included.

Other Programs

Arctic Studies at Houghton College

www.houghton.edu/academics/arctic-studies-in-alaska/

Biology and Botany Program

The Au Sable Institute: www.ausable.org

The mission of Au Sable Institute is the integration of knowledge of the Creation with biblical principles for the purpose of bringing the Christian community and the general public to a better understanding of the Creator and the stewardship of God's Creation. All of its programs and activities are structured to allow, and are conducted for, promotion of Christian environmental stewardship. This includes persistent dedication to exemplary Christian stewardship in its planning, operations, programs, and outreach.

Journalism

The World Journalism Institute: www.worldji.com

The mission of the World Journalism Institute is to recruit, equip, place and encourage journalists who are Christians in the mainstream newsrooms of America. Summer and May Term program charges are billed through Providence Christian College, and the balance must be paid before beginning fall semester.

FINANCIAL AID

Financial Aid Policies For Study Abroad Programs Providence students who attend any of the Providence endorsed off-campus programs will pay the published program cost for the semester. Program costs may vary and may or may not include room and board. Any costs not covered by the program, including travel and living expenses, are the responsibility of the student.

Students may apply all eligible government-funded financial aid to approved off-campus programs, provided they remain enrolled as Providence students during the semester. Students may also be eligible to apply 25% of their Providence institutional financial aid (scholarships and grants) towards the cost of the program. The specific amount of eligible institutional financial aid must be approved by the office of financial aid.

Students will be billed the program costs and have financial aid awarded through Providence. Students must pay the semester balance in full by August 15 (for fall off-campus semester) or January 15 (for spring off-campus semester) in order to remain eligible to attend the program. The minimum grade point average (GPA) required to participate in off-campus programs is 2.50. For students to receive any institutional financial aid for endorsed programs, they must have a minimum GPA of 3.00.

Application

Applying for an Approved Off-Campus Study Program: Students wishing to apply for an off-campus study program should first contact Max Belz to ensure they are aware of and understand all relevant policies. Students should discuss study abroad options with their academic advisors to ensure that the chosen program will complement their course of study at Providence and to ensure the proper transfer of all coursework taken while studying off-campus.

The student should complete all necessary application requirements for the chosen program as described by the host institution. Once the student is informed of his or her acceptance to the program by the host institution, the student should submit the following application materials to Max Belz by November 1 for Spring Semester and by April 30 for Fall Semester prior to confirming their participation with the host organization:

1. Off-Campus Studies Application
2. Off-Campus Studies Agreement
3. Off-Campus Standards of Conduct Agreement
4. Copy of passport (for international programs)
5. Proof of insurance
6. Contact Information

Schedule of Fees for Approved Off-Campus Study Programs: Students participating in approved Semester off-campus study programs will enroll as full-time students at Providence Christian College during the semester in which the off-campus experience occurs and will be responsible to cover the following fees

Tuition: Students will pay the listed price of the program and be billed accordingly through Providence.

Financial Aid for Approved Off-Campus Study Programs: Students who wish to participate in an off-campus study program must obtain permission from the Director of Experiential Learning in order to apply for the program. Students must seek permission for program application by September 15 for spring semester programs and January 15 for fall semester programs. Providence students must have a minimum cumulative grade point average (GPA) of 2.50 in order to participate in off-campus programs. To be eligible for institutional financial aid, students must have a minimum grade point average (GPA) of 3.0. Programs applied for may have their own GPA requirements that exceed this minimum.

The Planning Process for Off-Campus Study Programs

It is the express responsibility of the student to make all necessary arrangements for Off-Campus Studies... concerning both the semester you will be away from campus and the semester after you return. Before your journey, you must make all necessary arrangements with the Registrar's Office, Financial Aid, Accounting, Student Life, and Experiential Learning. It is your responsibility to be aware of deadlines on campus, such as financial aid deadlines and housing sign up deadlines. Do not expect anyone to do your planning for you. You will receive help, but it is your responsibility to see that all the details are taken care of. It is to your advantage to have everything in order before you start your travels.

Use this guide as a resource to help you plan to study away from campus. The items on this list are in general, but not perfect, chronological order.

1. Identify your priorities. What do you hope to gain from an off-campus study experience? Where do you want to go? What courses would you like to take? What kind of program would be the best match for you?
2. Examine your academic schedule. Spend some time with your advisor looking over your various requirements. Think about which semester you can study away from Providence and what classes you should take while you are away. *By far the easiest way to study abroad is to take required core and major courses at Providence and save elective credits for your semester abroad.
3. Research off-campus study programs. Look through program materials in the Office of Experiential Learning (Max Belz) or search the web. Compare several programs. Speak with previous participants.

Note Well: Students will remain full-time Providence students and be eligible to receive external and institutional financial aid only by participating in an approved off-campus study program. However, by taking a Leave of Absence from Providence Christian College there are a multitude of options to study off-campus in locations throughout the globe covering all academic subjects under the sun. For a list of possibilities, consider visiting the following sites: www.goabroad.com, www.gowithcea.com, www.studyabroad.com, www.aifsabroad.com.

4. Choose a program. Which program will best accomplish your personal and academic goals? Is the program financially feasible? What additional preparation will you need before you go?
5. Fill out and submit applications and other paperwork required by the host organization.
6. Financial planning. Meet with the financial aid office to ensure you and your parents/guardians understand the aid you will receive while abroad. Set budget for semester abroad. Apply for scholarships, if available. Helpful scholarship databases include:

www.scholarships.goabroad.com

www.internationalscholarships.com

7. Complete all required applications and forms for Providence Christian College: Off-Campus Studies Application, Off-Campus Studies Agreement, Off-Campus Standards of Conduct Agreement, etc. **These must be returned to Max Belz by November 1 for Spring Semester and by April 30 for Fall Semester.**

8. Choosing Classes. Work closely with your Advisor and the Records office to ensure that your coursework will transfer to Providence and that you will graduate according to your plan. Take course descriptions and syllabi of the classes you intend to take to the head of the academic department in which you wish to receive credit. Heads of academic departments must approve classes that transfer in as particular courses within a department. The registrar must approve all classes which transfer in as core requirements.

If you change classes, either before you depart to study abroad or after you register at the host institution, you must notify Providence of the changes in order to ensure that the credits will transfer appropriately.

GPA Issues. Credits and grades earned through Providence Christian College-approved consortial programs will be listed on the Providence transcript as one of our courses and included in the calculation of the institutional GPA. Credits earned from contractual and all other independent programs will be applied as transfer credits. Students must earn a letter grade of "C-" or better in order for the credit to be applied toward a Providence degree. Transfer credits and grades will be included in the calculation of the transfer GPA. An overall GPA will be calculated from the institutional and transfer GPA.

9. Passport. When studying outside of the USA, you must have a passport that is valid at least until six months after you are scheduled to return home. If you need a new or renewed passport, apply for one as soon as possible. For instructions and the application, visit: <http://travel.state.gov/passport>. To get a new passport, you'll need a certified birth certificate, 2 passport photos, a completed application, and a check for the applicable fees. When studying outside of the USA with a Providence Christian College approved program, a copy of your passport must be on file with the Office of Experiential Studies (Max Belz).

10. Visa. Some countries, particularly if you are staying over three months, will require a visa. (Spain, France, Israel, Belgium, Australia, among others). Contact the program director or the closest embassy or consulate of that country to determine if you need a visa and how to obtain one. Do not delay in pursuing your visa as generally travel to an embassy or consulate is required. <https://travel.state.gov/content/travel/en/us-visas.html>

11. ISIC card. Consider purchasing an International Student Identity Card, which is sponsored by the Council on International Education Exchange and entitles students who are travelling abroad to discounts on airfare, travel, museums, and other activities. The card costs \$20 and applications are available at: www.statravel.com. You may also want to purchase their travel insurance which includes health and accident insurance as well as medical evacuation and repatriation benefits.

12. Insurance. Verify that you have health insurance coverage while studying abroad—not all insurance plans provide coverage while you are out of the country. When studying outside of the USA with a Providence Christian College approved program, proof of insurance must be on file with the Office of Experiential Studies.

13. Health Issues. Schedule an appointment with your doctor to address health issues specific to your time abroad.

14. Travel plans. Purchase your plane tickets as well as rail passes and hostel memberships if you will need them.

15. Power of Attorney. Consider granting Power of Attorney to a reliable friend who will be staying on campus so that he or she may officially act on your behalf in matters involving financial aid. This power of attorney will give your friend the power to sign documents, such as student loan checks, for you. You simply need to write and sign a note, to be on file with the Office of Financial Aid, which says, “I, [your name], grant power of attorney to [friend’s name], for the purpose of completing financial aid paperwork.”

16. Plan for the following semester. Plan with your advisor, before you go, what schedule you would anticipate for the semester when you return to Providence. This will make pre-registration much easier when the course offerings are posted on the web. Talk with the Student Development Office regarding housing and meal plans. These steps are very important for making an easy transition back to Providence.

17. Contact Information. Please notify Max Belz after you arrive at your off-campus study program and occasionally keep in contact throughout the experience. When Studying Off-Campus, you are required to have contact information on file with the Office of Experiential Learning.

18. Transcript. Before the end of your program, arrange to have your transcript and any grading scale conversion information sent to the Registrar’s Office. Making the request before you leave allows you to take care of any fees, provide signatures, and learn how to request transcripts in the future.

OFF-CAMPUS STUDIES APPLICATION

Name:

Approved Off-Campus Study Program:

Dates of program:

Email while studying abroad:_____

Student Commitment: "I understand and agree to adhere to all policies regarding off-campus study as described in the Off-Campus Studies Handbook and in the Catalog under Financial Planning and Academic information. I understand that I must be covered by a medical/emergency evacuation insurance policy during my off-campus study program. I agree to notify Providence Christian College if there are any changes in this application."

Medical insurance coverage provided by: (Insurance Company)

Emergency Contact Name/Relationship/Phone:

Expenses Payable to Providence Christian College (Before accounting for any applicable Financial Aid):

Students may be responsible for additional expenses depending on program details (Application fees, deposits, travel, food, books, passport, visa, etc.)

Listed Program Tuition and Fees:

Signature of Commitment from Student: Date:

Signature of Approval from Parent/Guardian: Date:

List course(s) below with initials of approval by Head of Academic Department or Registrar:

Obtain these approval signatures:

Academic Advisor: _____ Date: _____

Registrar or Associate Registrar: _____ Date: _____
(Patty Tsai or Elijah Villafana)

Director of Financial Aid: _____ Date: _____

(Tina Bos)

Student Life: _____ Date: _____

(Geoff Shaw, Johnathan Kruis, or Bethany Gioelli)

Special Programs Coordinator: _____ Date: _____

(Max Belz)

Return this application, the Off-Campus Studies Agreement, the Off-Campus Standards of Conduct Agreement, and a copy of your passport (if participating in an international program) to Max Belz by April 30 for Summer or Fall Semester and by November 1 for Spring Semester.

OFF-CAMPUS STUDIES LIABILITY WAIVER

Name: _____

Approved Off-Campus Study Program: Dates of program: _____

In exchange for my being allowed to participate in the Providence Christian College Off-Campus Study Program (the "Program"), and more specifically, the Off-Campus Study option listed above, I agree to be bound by each of the following:

1. I agree to abide by the policies and behavioral guidelines set forth in the Providence Christian College Student Handbook and all others necessary for the operation of the Program as established by Providence Christian College, the Experiential Studies Office, and/or the host organization. Should the director and/or group leader decide that I must be dismissed from the Program for violation of those policies or behavioral guidelines, I understand and agree that such a decision will be final. I further understand that dismissal at the discretion of college officials would result in the loss of program fee as well as credit for any portion of the course completed to date at the time of dismissal. I also understand and agree that all loss and expense incurred as the result of such a dismissal, including cost of travel, will be borne by me. I understand and hereby consent that my parents be notified of such a termination and all the details of the problem prior to termination.
2. I acknowledge that the provision of the Program by the college to its students represents a substantial expense and burden to the college, both in terms of financial expense and preparatory effort. I agree to reimburse Providence Christian College for all expenses incurred on my behalf for my participation in the Program. Reimbursement to the college in the event of my withdrawal from or non-participation in the Program include, but are not limited to, airfare expense, tuition expense, room and board expense, administrative expense, and all other expenses for which the college is unable to obtain a refund.
3. I understand and agree that Providence Christian College is not responsible for cancellation or changes in travel and program schedules or adjustments in announced fees for the Program caused by changes in air tariffs, lodging rates, airfare, charged by those engaged for such services. I further understand and agree that in the event of an act of war, terrorism, strikes, acts of God, or other emergency that causes the Program to be cancelled in whole or in part, any refund due me will be determined by Providence Christian College at its sole discretion. I acknowledge and agree to accept all responsibility for loss or additional expenses for the Program caused by delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes.
4. I understand and agree that any independent traveling including to and from the airport during the period of time in which I am participating in the Program and after conclusion of the Program will be at my own expense. I also understand and agree that I am responsible for any additional travel or accommodation charges which may result by my decision to travel independently from the

group's itinerary.

5. I acknowledge, understand, and agree that Providence Christian College will neither be liable for nor will it reimburse me for any legal or medical expenses incurred by me during the term of my participation in the Program. In addition, I agree to furnish to the college satisfactory proof of my coverage by a health insurance policy during the term of my participation in the Program. It is further understood that the cost of any such health insurance will be my sole responsibility.

6. I hereby agree on behalf of myself, my successors and assigns to release, discharge and hold harmless Providence Christian College for any injury or liability of any type which may result during the term of my participation in the Program. This release includes, without limitation, the period of travel to and from the destination as well as the time spent at the destination. Such release includes, without limitation, any trips taken while at the destination, and also includes return trips taken in the event I do not remain the entire period. Examples of the types of injury or liability referred to in this paragraph include but are not limited to, physical injury, dismemberment, death, action of whatever nature or type by a terrorist or terrorist organization, loss of freedom due to the action of any political entity or official or agent thereof. I acknowledge and understand that Providence Christian College assumes no liability whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings, and that I have retained adequate insurance or have sufficient funds to replace such belongings and hold Providence Christian College harmless therefrom.

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM INDICATING THAT I FULLY UNDERSTAND AND AGREE TO ALL OF ITS PROVISIONS. I HEREBY CONSENT THAT INFORMATION REGARDING MY PARTICIPATION IN THE OFF-CAMPUS STUDY PROGRAM CAN BE GIVEN TO MY PARENTS AND/OR GUARDIANS.

Printed Name - Student Signature Date

As parent or legal guardian of the above named individual, I verify that I fully understand, agree to, and accept all provisions of this agreement.

Printed Name - Parent/Guardian (Required) Signature Date

OFF-CAMPUS STANDARDS OF CONDUCT AGREEMENT

While studying off-campus on approved programs, students of Providence Christian College are expected to comply with the following statement:

I HEREBY RECOGNIZE that I will be participating in a unique community while studying away from Providence Christian College, requiring a special witness in living and learning. I pledge that I will seek to make the Lordship of Jesus Christ central to all I do. While involved in this program, I will endeavor to conduct my life in accordance with the teachings of Scripture and will refrain from those actions that it expressly forbids. FURTHERMORE, I pledge to conduct myself under the guidelines of the Providence Christian College Standards of Conduct. I UNDERSTAND that violation of any of these standards is grounds for disciplinary action, including possible immediate dismissal from the program.

Students who fail to comply with the letter or spirit of this policy will be disciplined by the supervising group leader. The supervising group leader has full disciplinary power granted to him by Providence Christian College and the Office of Student Development. This includes the power to immediately dismiss without appeal a student from an Off-Campus Study Program. It is the responsibility of the group leader to exercise discipline in a compassionate, effective, and timely manner, and to address not only issues which involve use of alcohol, but also situations which involve other standards of conduct. All disciplinary violations will be reported to the Dean of Students and may have ramifications on campus when the student returns. Records of any violation will be filed in the Student Life Office.

Any student who is dismissed from an Off-Campus Study Program may be considered to be suspended from Providence Christian College. Any student who is dismissed from an Off-Campus Study Program forfeits any and all tuition, fees, room charges, board charges, and any other charges which have been paid to the college or other agency, and forfeits any and all academic credit which was to be gained during the Off-Campus Study Program.

I/we understand and agree to comply with the letter and spirit of the above policy and conditions.

Student:

Date:

LEAVE OF ABSENCE Non-Approved Off-Campus Study Programs Non-Academic Leave of Absence

If you choose to study off-campus through a program that is not approved by Providence Christian College or if you choose to interrupt your program of study at Providence Christian College for other reasons, you may take a Leave of Absence (LOA).

An LOA is a temporary interruption in the student's program of study, most often to take advantage of an opportunity for academic enrichment. The student must petition for an LOA by submitting a completed Leave of Absence Application to the Office of Records at least three weeks before the beginning of the term of LOA. The application must include the reason for the student's request, with a reasonable expectation that the student will return from the LOA to continue the educational program at Providence Christian College.

A Leave of Absence terminates your enrollment status with Providence Christian College. Your last date of attendance at Providence is your separation date and will trigger your grace period to begin for your student loans. You will need to complete a process called 'Loan Exit Counseling.' If you had the Federal Stafford Loan, then complete its exit counseling online at

http://www.nslds.ed.gov/nslds_SA/. If you also had a Federal Perkins Loan, then complete its exit counseling online at www.mappingyourfuture.org. A hold will be placed on your account until these two requirements are met.

If you are attending another institution, you may need to contact the Registrar's Office at the school in which you are enrolling and ask them to submit your enrollment status to the National Student Loan Database System (NSLDS) in order to have your deferment status updated.

If you wish to re-enroll at Providence Christian College after your semester away, the Financial Aid Office will be glad to re-evaluate your financial aid package, just submit a FAFSA with Providence's school code of 041539. You may contact the Financial Aid Office with your questions or concerns by phone at 626.696.4000 or by email at finaid@Providence.edu.

While studying off-campus on LOA, you will not be eligible to receive external or institutional financial aid through Providence Christian College. It may be possible to receive financial aid from the host institution. Keep in mind that financial aid policies vary from institution to institution. You must check with the financial aid office of the host institution and follow their policies.

Potential Sources of Financial Aid for Off-Campus Study Programs

Program Specific Financial Aid (i.e. scholarships from the host organization)

Database for Financial Aid, Scholarships, Grants:

http://www.studyabroad.com/forum/financial_aid.html

"The Smart Student Guide to Financial Aid": <http://www.finaid.org/otheraid/exchange.phtml>

International Education Financial Aid (IEFA): <http://www.iefafa.org/>

United Student Aid Funds <http://www.usafunds.org/>

International Student Loan Program <http://www.internationalstudentloan.com/>