



**Institutional Contractual Agreement  
RE: Financial Aid for Study Abroad**

This agreement is entered into between \_\_\_\_\_ (the Home Institution) and the **Institute for Study Abroad, Butler University** (IFSA-Butler) for the benefit of all students the Home Institution approved for study abroad through IFSA-Butler. As allowed in Parts 668.19, 668.39 and 668.5, Student Assistance General Provisions, and Part 690, Pell Grant Program, Code of Federal Regulations, this agreement is entered into between the institutions listed below for the purpose of providing federal financial assistance to students. This agreement will apply to Title IV funds, Pell Grants, Campus Based Aid, and any other financial aid (the FSA Programs).

Student name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

**Certifications by IFSA-Butler:**

- IFSA-Butler certifies that it is a study abroad organization that has agreements with multiple foreign institutions for study abroad programs that have been approved by Butler University.
- IFSA-Butler certifies that it has not had its eligibility to participate in the FSA Programs terminated by the United States Department of Education (the Department).
- IFSA-Butler certifies that it has not voluntarily withdrawn from participation in the FSA Programs under a termination, show-cause, suspension, or similar type proceeding initiated by the institution's state licensing agency, accrediting agency, guarantor, or by the Department.
- IFSA-Butler certifies that the Home Institution and IFSA-Butler are not owned or controlled by the same individual, partnership, or corporation and are otherwise unrelated.

**Agreements of IFSA-Butler:**

- IFSA-Butler agrees not to pay (or to cause to be paid) the student's Title IV funds or process any federal loans during the enrollment period. Further, IFSA-Butler agrees to notify the Home Institution in writing if the student withdraws from the program.
- IFSA-Butler agrees to provide (or cause to be provided) a transcript of the student's academic record at the end of the program, validated by Butler University, an eligible institution which has approved the study abroad program as an eligible program of study.
- IFSA-Butler agrees that all students will be enrolled at least full-time, and the Home Institution will be notified if enrollment drops to below full-time.

**Certifications and Agreements of Home Institution:**

- Home Institution agrees to continue the enrollment of the student(s) at Home Institution while participating in the program. The student(s) shall be subject to the rules and regulations of the Home Institution and Title IV financial assistance regulations, including those regulations regarding full-time student status and progress toward a degree. The students are also subject to the rules and regulations of the cooperating institution and any cooperating foreign universities.
- Home Institution agrees to provide payment to the student(s), if eligible, under the programs listed above for the appropriate period of time.
- Home Institution agrees to accept credit for the course work provided under this agreement as per federal regulations governing Title IV student assistance programs.
- Home Institution agrees to follow the guidelines of The Family Educational Rights and Privacy Act (20 USC 1232g).
- Home Institution certifies that no more than **[25%]** of any student's program of study is through IFSA-Butler.

**To be completed by Institute for Study Abroad, Butler University**

Cost of program:

Application fee \_\_\_\_\_

Program fees/tuition \_\_\_\_\_

Room \_\_\_\_\_

Board/meals \_\_\_\_\_

Books/supplies \_\_\_\_\_

Personal expenses \_\_\_\_\_

Local transportation \_\_\_\_\_

Round trip airfare \_\_\_\_\_

Other \_\_\_\_\_

Host university \_\_\_\_\_

Term: Fall 20\_\_ Spring 20\_\_ Summer 20\_\_

Approximate dates of enrollment \_\_\_\_\_

Credits hours attempted \_\_\_\_\_

Full time \_\_ Part time \_\_

IFSA-Butler aid awards amounts \$ \_\_\_\_\_

**To be completed by the Home Institution**

	<b>Home Institution</b>	<b>IFSA-Butler</b>
Signature	_____	_____
Print name	_____	_____
Title	_____	Institute Administrator
Date	_____	_____
Address	_____ _____ _____	
Phone	_____	
Fax	_____	
E-mail	_____	

Send payment to: Institute for Study Abroad  
 1100 W. 42<sup>nd</sup> Street, Suite 305  
 Indianapolis, IN 46208

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 317-940-9762 fax  
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