



Study Abroad Financial Aid Checklist (non-EOU sponsored program)

To receive financial aid while enrolled in a non-EOU study abroad program, you must complete all of the steps listed below. This checklist is for your own records; you do not need to submit it to the Financial Aid Office (FAO).

Steps to Receive Financial Aid

- ☐ **Meet with your academic advisor to obtain approval of the study abroad program and the courses in which you wish to enroll at the host institution.**
 - The program and courses must be relevant to your degree plan at EOU.
 - Your advisor must complete the “Home Institution” section of the [consortium agreement](#) and sign the agreement to show departmental approval.
 - i. EOU consortium agreements require that you have maintain at least six EOU credits throughout the term in which you have a consortium agreement.
 - Note: Approval by the department indicates course equivalency has been established through a Transfer Credit Evaluation and ALL credits received at the host institution will be transferred to EOU.
- ☐ **Ask your host institution to complete the consortium agreement.**
 - Submit the consortium agreement to the Financial Aid Office at the host institution (from which you plan to study abroad).
 - The Financial Aid Office at your host school must complete the “Host Institution” section, sign and return the agreement to you.
- ☐ **Verify that the consortium agreement is completed and signed.**
 - After receiving the completed consortium agreement from the host institution, review the agreement to ensure it has been completed and signed by all parties.
- ☐ **Submit the agreement to the EOU Financial Aid Office.**
 - Submit the completed and signed consortium agreement to the EOU Financial Aid Office by emailing it to consortium@eou.edu or faxing it to (541) 962-3661 (*please confirm with the EOU FAO that it was received if faxing*).
 - EOU FAO staff will review the agreement and will determine your financial aid eligibility.
- ☐ **Financial aid funds will be disbursed directly to you. It is your responsibility to pay all charges to the host institution.**
 - EOU will disburse funds only after we receive all of your financial aid application materials and only after the first EOU disbursement date of the term in which you will be studying abroad has passed. Be prepared to pay any up-front study abroad travel costs, program fees and deposits on your own.
 - You may be able to defer payment to your study abroad program with a financial aid verification form from your study abroad program administrator.
 - You may be able to authorize a payment directly to the study abroad program by submitting a [Study Abroad Payment Information](#) form to [Student Financial Services](#).
- ☐ **Submit a transcript for all courses to EOU Transfer Credit Evaluation.**
 - Aid for your next term at EOU may not be released until your grades are reviewed and we have confirmed your enrollment and satisfactory academic progress status.