Students should begin the application process for absentia at Marlboro College eight weeks before the absentia deadline.

MARLBORO COLLEGE
APPLICATION FOR ABSENTIA 3 STATUS

Enrolled directly in an "Accredited" Foreign Institution*
**approved by the ministry of education in that country*

I, _____, hereby apply for full-time Absentia 3 status for ☐ Fall ☐Spring 20_____.

Current Status (as per Registrar's Office): ☐ SO1 ☐SO2 ☐JR1 ☐JR2 ☐SR1

Plan Application (check two): ☐ Preliminary ☐ Final ☐is on file ☐is not on file

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You must attach course descriptions or the equivalent (in English) to describe the studies you will undertake. **Since foreign institutions have different systems for measuring course work, a credit equivalency determination is needed to meet American credit standards.** Information needed to evaluate an equivalency includes the length of a term or session, the number of weeks per session or term, the number of contact hours per week in each class, what constitutes a full-time program at the institution, and a definition of the grading system used.

Name and Address of Institution where I expect to enroll:

_____

_____

Mailing Address while in absentia:

_____

_____email_____

In case of emergency, notify: _____

Address: _____

Phone: _____ e-mail_____

I acknowledge and accept the conditions of Absentia 3 status as stated on the reverse.	_____ Student's signature	_____ Date
I approve the Course of Study.	_____ Plan Sponsor's signature	_____ Date
I have conducted the required pre-departure Session, including safety briefing and student study abroad file completion.	_____ Associate Director, World Studies	_____ Date
Health insurance and medical records are on file and immunizations have been updated and health briefing completed, if needed.	_____ Director of Health Services	_____ Date
The consortium agreement has been completed and exit counseling submitted electronically.	_____ Financial Aid Office	_____ Date
Housing arrangements have been made for the return semester.	_____ Director of Housing & Residential Life	_____ Date
Payment or arrangement for payment has been made.	_____ Director of Student Accounts	_____ Date
I understand and accept the academic terms for Absentia 3.	_____ Director of Academic Advising	_____ Date
The application is approved.	_____ Dean of Faculty	_____ Date

PLEASE RETURN FORM WITH SIGNATURES AND ATTACHMENTS TO REGISTRAR'S OFFICE.

Copies: *When finalized the Registrar will provide a copy of this form to Student Accounts, Financial Aid and your Plan sponsor. A* ***confirmation*** *copy of this form will be sent to you at your permanent home address.*

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POLICY AND INSTRUCTIONS FOR ABSENTIA 3

Good Academic Standing: Students in Absentia must be in good academic standing in the semester prior to their departure, and all approvals are conditional on end-of-term standing. The College is not responsible for commitments made by students in anticipation of approval for Absentia status. A student who anticipates that he or she may not qualify for Absentia by reason of good standing may, with the support of his or her advisor/Plan sponsor, apply for an exception to this policy by submitting a statement of appeal to the Committee for World Studies (for international Absentias) or to the Dean of Faculty (for domestic Absentias). The Committee or the Dean will meet with the student, the advisor, and other faculty directly involved to assess the advisability of allowing the student to participate and will accept or deny the appeal. The eligibility of students whose good standing is affected by incompletes or missing grades will be determined by the Dean in consultation with the student's advisor.

Deadlines: In Absentia status must be submitted for approval two weeks prior to the end of the preceding term. After this date, the Dean of Faculty will grant Absentia status only in cases of emergency and unforeseeable personal, family or medical hardship, or for reasons beyond the control of the student.

Overview: Absentia 3 is a study abroad status granted to a Marlboro student who wishes to enroll in an accredited (ministry of education approved) foreign institution and have a credit equivalency transfer to Marlboro. Absentia 3 students are expected to enroll in the equivalent of a full-time Marlboro load.

Program of Study: If a student wishes to enroll in a program of study overseas, the application on the reverse side of these instructions must be completed and submitted to the Registrar by the above deadlines. Courses must be approved by the advisor and cleared by the Registrar for transfer purposes. This step is also required to establish eligibility for financial aid. A copy of the course descriptions (in English) must be appended to the application.

Credits: Since foreign institutions have different systems for measuring course work, students who study abroad must present official documentation to the Registrar's Office in order for credits to transfer to Marlboro. **All credentials, except for exceptions listed below, must be evaluated by an official evaluation organization; that organization will then submit its report to Marlboro College.** The costs of the evaluation and postage are borne by the student. Exceptions to this policy include official transcripts in English bearing American grading and credit standards (e.g., American colleges and study abroad programs through American colleges) and official transcripts in English using ECTS (European Credit Transfer System) standards. See the Marlboro website, http://www.marlboro.edu/admissions/transferring.html, for a listing of evaluation agencies. A minimum grade of C- or the equivalent is required in order for a credit equivalency to transfer. Deadline for submission of credential evaluations is Marlboro College's federal end of term of the subsequent term.

Financial Aid: A student is considered enrolled at Marlboro College for the purposes of federal and state financial aid only if a consortium agreement has been drawn up with the accredited, degree-granting institution at which he or she will be taking courses. Arrangements for the consortium agreement are made through the Financial Aid Office. Marlboro institutional aid sources and SEOG (Supplemental Educational Opportunity Grant) aid are *not* awarded for Absentia 3. Aid through Marlboro College will be disbursed to the student's account. Any refund due will be issued to the primary bill payer on record with the student accounts office unless other arrangements have been made with the student accounts office. Financial aid awards will be calculated using federal and state guidelines.

Consortium Agreement: The consortium agreement serves as a contract between the host campus and the home campus and consists of two elements: 1) Verification by the financial aid director of the *host campus* of the student's enrollment as a full-time special student and calculation of the costs of the program, and 2) confirmation by the Marlboro College Financial Aid Office (*home campus*) that the student has done everything needed to process financial aid.

Housing upon Return to Marlboro: Housing assignments for the fall are made in early April. Consequently, a student must submit a housing request before leaving on Absentia in order to assure that preferences can be fairly considered. A housing assignment cannot be made without a prior request.

Enrollment Deposit: A non-refundable Enrollment Deposit of $400 is payable by April 1st; all students desiring a Marlboro status (enrolled, Absentia, Leave of Absence) must pay this deposit. The Enrollment Deposit secures the student's place for the next term and allows the College to provide financial aid awards, housing, and other benefits in return. Failure to submit this deposit by the deadline may result in withdrawal from the College as of the end of the semester; late deposits will result in reduced Marlboro Grant for those who otherwise qualify for institutional aid and no housing assignments. Students are strongly encouraged to plan accordingly.

Administrative Fee: A student will be considered in Absentia 3 only after he or she has paid the $500 fee. **Failure to pay the fee by the published tuition and fee due date for the applicable term will result in less-than-half-time status for purposes of the grace period for federal student loans.**

Health and Safety: While studying away from campus in absentia, students are responsible for maintaining their own well-being and safety. Marlboro College urges all students to comply with recommendations for immunizations from the Center for Disease Control and Prevention. For country-specific information please consult http://wwwn.cdc.gov/travel. Students must comply with Marlboro College health requirements. Health insurance and medical forms must be on file at the Health Center. Health insurance through the College may be continued during the absentia period. Travelers' insurance is also recommended.