



CHADRON STATE COLLEGE

Student Faculty Led Study Abroad Application

This packet contains the study abroad program application and financial agreement required for admission and participation in the Chadron State College Faculty Led Study Abroad Program. These forms must be completed, signed, and returned by the established deadlines to the Study Abroad Project Coordinator, Kate Pope, Old Admin #304 or by email below. Once accepted to the program, additional information will also be provided for your signature. Failure to complete and return any forms may result in denial of admission and/or participation.

- Carefully read and understand all materials in the application section. If you have questions about any portion of the application, contact Kate Pope at (308-432-7079) or email studyabroad@csc.edu
 - The study abroad deadline is: November 20th, 2026
 - You must apply and be accepted into the study abroad program prior to being enrolled in the course(s). This course is subject to minimum enrollment standards. Thus, please DO NOT WAIT to submit your application.
 - All students seeking financial aid must complete and submit all forms and paperwork pertaining to financial aid no later than: December 7th, 2026
- **Complete and sign the “Application” and the “Financial Agreement” that follow. Some forms require notarized signatures. A parent or guardian signature is required if the application is under 19 years of age, or if the applicant is considered a dependent for federal income tax or financial aid purposes.**
- **A deposit check for \$500 (deposit may also be cash or credit card) is required for the application.** The deposit must be taken at the Business Office, and the application to the Study Abroad Project Coordinator. Applications will not be considered without the deposit. (See “Financial Agreement in this packet).
- Once you have been notified in writing by the Study Abroad Project Coordinator of your acceptance, complete and return the Post-Acceptance Packet provided.
- After all forms have been verified, you will be registered into the course(s) by the Dean of Liberal Arts. **You cannot enroll yourself in these courses.**
- Once you have been accepted, stay in touch with the Study Abroad Project Coordinator and the Faculty Director of the program for additional information.

Participation in Chadron State College study abroad program requires specific application and acceptance. While the College reserves the right to determine requirements necessary for student participation in study abroad programs, in all instances, these criteria for admission will comply with the College’s non-discrimination policy.

Student Name:

Sponsoring Department: Justice Studies

Participant Eligibility

- All study abroad participants, except Faculty Directors and approved Faculty Assistants, must be registered for CSC credit or for “audit” and are, therefore, considered students at CSC.
- Participants do not have to have been previously enrolled at CSC.
- All participants must formally apply for, and be accepted to, the study abroad program.
- Degree seeking students must have completed all course prerequisites.
- Participants may be enrolled as full-time or part-time students.
- All students under the age of 19, or who are considered a dependent for federal income tax or financial aid purposes, must have written permission from a parent or legal guardian.
- Individual Faculty Directors may specify minimum age restrictions for their Faculty-Led Study Abroad courses, but under no circumstances will persons less than 16 years old be eligible to accompany the group or participate in these courses.
- When allowed, high school students must have attained senior status by the date of departure.
- **College students must have a minimum cumulative GPA of 2.5.** High school students must have a minimum cumulative GPA of 3.0. Exceptions to these policies require written approval by the Vice President of Academic Affairs.
- Students will not be allowed to participate if they are on academic or disciplinary probation or suspension. At the discretion of the faculty director and CSC administration, students who previously have been on academic or disciplinary probation or suspension may be denied participation.
- Within the non-discriminatory policies of the College, the faculty director of each study abroad course has the right to screen and select the participants.
- Participants and parents or legal guardians (when appropriate) must complete and sign all required forms.
- Participants do not have to be citizens of the U.S., but must be eligible, and be admitted to, Chadron State College, and be eligible to travel to the countries in the study abroad program.
- Non-degree seeking students and students who are not declared in a major related to the program must have the permission of the faculty director and will be considered on a space-available basis.

Initial this page and return it with your application _____ (Initials)

Student Name:

Sponsoring Department: Justice Studies

Submit the completed application to the Study Abroad Project Coordinator and the deposit to the CSC Business Office.

Deposit: A deposit of \$500 is required with this application. The full deposit is refundable only if the student is not officially accepted into the study abroad program. Once the student is officially accepted, the deposit is not refundable. For accepted students, \$450 of the deposit will be applied to their cost of the program and \$50 will be retained as a study abroad fee.

First Name	Middle	Last	Student ID if previously or currently enrolled at CSC. Social Security # if never enrolled at CSC.		
Email Address		Primary Phone	Birth Date:	Gender: ☐ Female ☐ Male	
		Secondary Phone			
Local Address:		Line 2:	City:	State:	Citizen Ship: ☐ USA Other (Specify)
Have you ever been convicted of a law violation or adjudicated under the jurisdiction of a juvenile court for an act that resulted in probation, community service, a jail sentence, or revocation or suspension of your driver's license? No Yes If yes, please explain.			Do you have a Passport? Yes ☐ No ☐		
			If you hold a non-U.S. Passport, which country is it from?		
Note: A conviction or adjudication does not automatically disqualify you from participation in the program, however the information will be taken into consideration. You are not obligated to disclose a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication, or sentence.					
Academic Status: H/S ☐ FR ☐ SO ☐ JR ☐ SN ☐ GRAD ☐		College Currently Attending:	Academic Major:		Academic Minor:
Sponsoring Departments:		Location of Study Abroad Program:	Month/Year Abroad:	Credit Sought:	Undergraduate
					Graduate
					3 credits ☐ 6 credits ☐
					3 credits ☐ 6 credits ☐

Refunds: Full refunds of deposits will be made as soon as possible if it becomes necessary for Chadron State College to cancel the program prior to making any expense payments. For programs cancelled after expense payments have been made, prorated refunds of the deposit and recoverable expense payments will be made as soon as possible.

Your signature verifies the following:

1. You have completed the necessary prerequisites to enroll in this course.
2. You are in good academic and disciplinary standing at your current institution. You authorize the Faculty Director's designee to access your academic and disciplinary records for verification.
3. You agree to abide by all policies, procedures, and regulations associated with the Chadron State College study abroad program as provided by the College. You also agree to abide by the rules and regulations issued by the Faculty Director and other authorized officials of CSC.

Student Name:

Sponsoring Department: Justice Studies

4. You agree to make all required program payments in full by the due dates specified by the Faculty Director.
5. You understand that the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, affords students the right to authorize the release of education information to third parties. You also understand that studying abroad may involve circumstances which require the Institution to release certain information to third parties, but for which it may be difficult to obtain prior written permission. For these reasons, you authorize Chadron State College officials to release your education information to parties who, in their judgement, have an interest in the study abroad program for which you are applying, provided that those third parties are, in their judgment, acting in your interests as well. This consent also includes, the release of information from the Vice President of Enrollment Management's Office to the Faculty Director (or designee) to the program specified in this application, or the Dean of Liberal Arts, regarding any legal, academic, emotional, medical, behavioral, or disciplinary issues that you may have experienced while attending Chadron State College. This authorization is valid from the time you submit this signed document to the faculty director or the director's designee through a period of one semester after your program abroad ends.
6. You understand this application is used to determine acceptance into the program. Formal course enrollment is contingent on completion and submission of other non-discriminatory, post-acceptance information, including, but not limited to an Agreement, Assumption of Risk and Release form and a Financial Agreement.

Signature of Applicant

Date

Signature of Faculty Director

Date

Student Name:

Sponsoring Department: Justice Studies

Financial Agreement

Program Location:

Sponsoring Department:

Semester and Year:

Students Name:

Student's Date of Birth:

Program Costs

- A deposit of \$500.00 is required with this application. Once the student is officially accepted, the deposit is not refundable. For accepted students, \$450 of the deposit will be applied to the cost of the program and \$50 will be retained as a study abroad program fee.
- Program costs will depend upon arrangements made for your specific program. Items that may be included in the program cost include travel, some or all meals, accommodations, entrance fees to scheduled sites and events, required insurance, and other direct expenses. **Program costs may change based on changes in exchange rates, program changes, and increased vendor fees.**
- Students are also responsible for additional expenses above and beyond those included in the program cost. These may include, but are not limited to, some meals, travel that is not part of the organized program, personal entertainment, medical expenses, passport fees, laundry, and other personal expenses.
- **Students are responsible for paying all program-related costs by specified payment dates to the CSC Business Office.**

Tuition and Fees

- Participants will be charged appropriate tuition and/or fees as defined by Nebraska State College Board Policy.
- If student has applied for financial aid but has not been approved by the payment deadline date, student must pay the total due or arrange a payment plan with the Study Abroad Project Coordinator and the Business Office until student's financial aid is available.

Course Cancellation Refunds

- Full refunds of deposits will be made as soon as possible if it becomes necessary for Chadron State College to cancel the program prior to making any expense payments. For programs cancelled after expense payments have been made, prorated refunds of the deposit and recoverable expense payments will be made as soon as possible.

Student Withdrawal Refunds

- Students may withdraw from a faculty-led study abroad course at any time; however, financial penalties may apply and financial aid may be negatively impacted.

Student Name:

Sponsoring Department: Justice Studies

- Student withdrawal from the program any time after the deposit has been made requires written notification of withdrawal to the study abroad project coordinator. No potential refunds will be made without prior written notification.
- The full \$500.00 deposit is refundable only if the student is not officially accepted into the study abroad program. Once the student is officially accepted, the deposit is not refundable. For accepted students, \$450 of the deposit will be applied to the cost of the program, and \$50 will be retained as a study abroad fee.
- Refunds of tuition and fees follow established CSC policies.

Student Name:

Sponsoring Department: Justice Studies

All forms will be due by 4:00pm on the due date

Financial Aid Agreement, Part 2 Absolute Deadlines

Date	Deadline
November 20th, 2026	Student applications with \$500 deposit due. Deposit must be cash, check, or credit card. Financial Aid commitment CAN NOT be used for the deposit.
December 7th, 2026	Deadline for all financial aid paperwork to be complete and submitted to the Financial Aid Office (applies to all students seeking financial aid to pay for all, or any part, of the trip).
January 15th, 2027	Deadline for student to submit Post Acceptance Forms
February 3rd, 2027	Final full cost of program and airfare due to CSC Business Office
December 16th, 2026	Final Program cancellation if less than 24 students enrolled and fully paid. All deposits and payments returned to students if program is cancelled. Student refunds will be processed as quickly as possible by CSC.

From November 20th through December 16th
Individual students who drop will receive a full refund of program and airline costs (minus the initial \$500 deposit) if enrollments in the course do not fall below the required minimum of 24 students.
Individual students who drop will receive no refund of program and airline costs if enrollments in the course all below the required minimum of 24 students.

After February 3rd
No refunds will be issued.

I have read and accept the terms and conditions stated throughout the Financial Agreement and I agree to make all required program payments in full by the due dates specified by the Study Abroad Project Coordinator or the Dean of Liberal Arts. I understand that if I do not adhere to the requirements and dates above, I may face the financial penalties detailed on this document. I also understand that CSC has the right to place holds on future enrollment or access to my official records if I fail to pay all costs of the program. Failure to sign this form will result in denial of my application for participation in this program.

Student Signature

Date

Parent or Legal Guardian Signature

Date

Parental or guardian signature is required if the student applicant is 19 years of age or younger, or if the applicant is considered a dependent for federal income tax or financial aid purposes.