

# Concordia University of Edmonton Outbound Undergraduate Study Abroad Regulations

Fall 2015

CONCORDIA UNIVERSITY OF EDMONTON 7128 Ada Boulevard, Edmonton, AB, Canada T5B 4E4

## Glossary

- “Exchange” is used to refer to one or two terms spent at one of Concordia University of Edmonton’s official institutional partners where a formal agreement has been set in place to allow students to pay their home institution tuition.
- “Term” refers to a period of study corresponding either to Concordia University of Edmonton’s Fall semester or Winter semester.
- “Grade Point Average” (GPA) is an average of the grade point values that a student has earned for the credit courses taken while enrolled as a student at Concordia University of Edmonton.
- “Host institution” refers to one of Concordia University of Edmonton’s official institutional partners where a formal agreement has been signed by each institution’s representatives.

## Eligibility Requirements

- To be eligible for study abroad, a student must have successfully completed a minimum of 18 credits at Concordia University of Edmonton before departure.
- The student’s GPA for all courses taken at Concordia University of Edmonton, irrespective of whether or not they apply to the student’s degree, must be equal to or above 2.50
- The student’s most recent completed Fall or Winter term GPA must be equal to or above 2.70
- The student must be enrolled in a program at the time of departure.
- The student must fulfill his or her program residency requirements as outlined in Concordia University of Edmonton’s Academic Calendar.
- The student is in a minimum of satisfactory academic standing and in good financial standing.
- The student fulfills the language proficiency requirement of the host institution if applicable.

## Exchange Duration

A student may engage in up to two terms abroad corresponding to a full academic year.

## Application Process

### Nomination

- 1) A student must submit a completed Undergraduate Study Abroad Application Form and a letter of intent to the International Office by October 1 to be considered for a Winter/Spring exchange and by March 15 to be considered for a Fall exchange.
- 2) The 1-2 page letter of intent should outline the student's reasons for wanting to study abroad and explain how the student expects the experience to contribute to his or her academic and career pursuits. The letter of intent will be used to determine which applicants receive the Concordia Study Abroad Bursaries.

### Applying to the Host institution

- 3) Once a student has been nominated for study abroad by the International Office, the student must apply to the host institution by coordinating with the International Office. A student is encouraged to consult with his or her department regarding anticipated course selection.
- 4) After a student has applied to the host institution, the student must submit an Outbound Undergraduate Student Exchange Permission Form to the Registrar's Office, which will outline the courses that the student hopes to take while studying abroad and may be used upon the student's return for transfer credit assessment. If changes in circumstances cause a student to deviate completely from the approved plan of study, it is the student's responsibility to inform the Registrar's Office.
- 5) The student is responsible for applying for a study visa, for obtaining immunizations which may be required by the host country and to arrange his or her travel and living arrangements while studying abroad.

### Pre-Departure

- 6) When a student is accepted at the host institution, the International Office will notify the Financial Aid & Awards Office so that the student can obtain the Study Abroad Bursary if the student has been selected.
- 7) Before departure, a student must submit an EXST 2XX form to the Registrar's Office and pay the required tuition fees according to the regular deadlines as outlined in the Academic Calendar to ensure the student's status as a continuing Concordia University of Edmonton student.
- 8) Before departure, a student who has opted out of the Concordia Student Association's Health and Dental Plan must complete the Health Insurance Coverage form and submit it to the International Office.
- 9) Student must attend a Pre-Departure Orientation Session organized by the International Office and sign the Concordia University of Edmonton's Off-Campus Travel Waiver.

### Return

- 10) Upon returning from the term(s) abroad, the student must attend a Return Orientation Session and submit his or her completed coursework, official transcripts and syllabi to the Registrar's Office for transfer credit evaluation purposes.

## Tuition Fees

Students participating in an exchange are registered as full-time students at Concordia University of Edmonton and must pay tuition to Concordia University of Edmonton equal to 15 credits per term, irrespective of the number of courses that the student is allowed to take at the host institution. Concordia students going on exchange to another institution are still considered Concordia students and as such, a registration deposit is required. The registration for domestic students going on exchange is \$200.00

## Financial Aid

Students participating in an exchange are registered as full-time students at Concordia University of Edmonton. Therefore, if a student is eligible to receive student loans, the student may also be eligible for funding to study outside of Canada. Students are encouraged to apply for student loan funding as early as possible. A student does not need to have been officially accepted at the host institution to apply. Students are encouraged to speak to Concordia University of Edmonton's Financial Aid Advisors for assistance or contact Student Aid Alberta ([www.studentaid.alberta.ca](http://www.studentaid.alberta.ca)) for more information on student loan funding to study abroad.

## Travel Bursaries

A student who is nominated by Concordia University of Edmonton to study abroad will be considered for a Concordia Study Abroad Bursary valued at \$CAN 1000, provided that the student is not taking part in an Erasmus + exchange. There are three bursaries available per academic year to help undergraduate study abroad applicants defray the costs of their study abroad endeavors. Students will be assessed for merit based on their letters of intent.

## Health Insurance

A student may be covered under the Concordia Student Association (CSA)'s My Benefits Health and Dental Plan or the student may have opted out.

### **Student is insured under CSA's Health and Dental Plan**

If a student is insured under the CSA's Health and Dental Plan, the student should verify the extent of the coverage with the CSA's Student Benefit Plan Coordinator and may decide to obtain additional health coverage. The coverage offered by the CSA's Health and Dental Plan is in effect according to the policy year.

If for example a student enrolls at Concordia in September 2015 and has the plan for 1 year, the student is covered during the Winter 2016 term spent abroad but the coverage will end on August 31, 2016 if the student does not

return to Concordia University of Edmonton. If the student in this example decides to stay abroad after August 2016, the student will no longer be covered under the CSA's Health and Dental Plan.

The MyBenefits Health and Dental plan provided by the CSA covers 100% up to a maximum of \$2,000,000 per lifetime of medical expenses incurred as a result of a medical emergency arising while traveling outside Canada for vacation, business or education purposes. To qualify for benefits, a student must be covered by Alberta Health Care. More information can be found here: <https://www.mystudentplan.ca>

### **Student has opted out of the CSA's Health and Dental Plan**

If the student has opted out of the CSA's Health and Dental Plan, the student must complete the Proof of Health Insurance Coverage and submit it to the International Office to show that alternate health insurance has been arranged.

### **Alberta Health Care**

A student who plans to be out of the province of Alberta for six or more months should notify his or her provincial health care provider. Do not cancel your coverage.

Alberta Health Care Contact Information: 780-310-0000, then dial 780-427-1432.

Visit the Alberta Health Care website for more information on travel outside of Alberta: <http://www.health.alberta.ca/AHCIP/outside-coverage.html>

### **Additional Insurance**

A student may want to consider purchasing trip cancellation insurance, property insurance or credit card insurance to cover unexpected emergencies or changes in plans.

### **Withdrawal or Dismissal from a Host Institution**

If a student decides to withdraw or is dismissed from a host institution and chooses to return to Concordia University of Edmonton before the completion of coursework and evaluation, a student should notify the International Office as soon as possible.

- There is no guarantee that a student will receive credits for coursework if a student withdraws from a host institution before the completion of a course.
- If a student must leave a host institution prematurely, all documentation of work completed abroad will be required.