

## 2023-2024 Study Abroad Financial Aid Request Form

The Cost of Attendance (COA) for school and personal expenses is determined annually by the Office of Financial Aid & Scholarships and is based on the average cost a student will incur each semester. Note: Grant money is not set aside for these requests. We recommend to pursue [study abroad scholarships](#). Most COA adjustments only result in increased [loan eligibility](#). Please note that if you have remaining Stafford Loan eligibility, those will be offered. Other loan options should be researched on the [loan eligibility website](#).

**Directions:** Fill out all relevant sections of the form below. *This form will need to be submitted at least four weeks prior to your study abroad departure date.*

**How to Submit Form:** This form can be submitted through the [Document Uploader](#).

- Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2023-2024*; Category: *Miscellaneous Document*; Category 2: *Other*; Document: *Other*

### STEP 1: ACKNOWLEDGEMENT AND UNDERSTANDING

Please indicate below that you understand and agree to the following statements:

- I have submitted my [Free Application for Federal Student Aid \(FAFSA\)](#) to UTSA.
- I have been accepted to the study abroad program by the UTSA Education Abroad department and I have committed to the program on the [Terra Dotta](#) student portal.
- I understand that in order to receive financial aid I will need to be enrolled in at least half time or more.
- I understand that in order to receive financial aid I will need to be registered for degree applicable courses.
- I understand that my financial aid funds cannot be released until 10 days before the start of my program.
- I understand that failure to complete my program, or withdrawal from my program, can result in paying back part or all of my financial aid.
- I understand that if I am being considered for a UTSA renewable scholarship that I will not be evaluated for the renewable scholarship until the transcript from my study abroad program is received and processed by UTSA.

### STEP 2: CERTIFICATION AND SIGNATURE

Your signature on this document confirms your acknowledgment of the following:

- Any updates or request for additional information will be emailed to my UTSA.edu email account.
- During peak seasons, there may be a two-week processing time for the request.

Student Signature \_\_\_\_\_ Telephone #: \_\_\_\_\_ Date: \_\_\_\_\_

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

**UTSA OFFICE USE ONLY:**