

Off-campus Programs

Application for Admission

1. An application form must be completed and submitted to the office of off-campus programs. Incomplete application forms **cannot be processed**. A \$35 application fee is required for an applicant to be considered for admission.
2. Applicants from other schools and individuals not currently enrolled in college should include the attached application form and \$35 fee, along with a nonrefundable college application fee of \$50 and an official copy of their most recent transcript.

Registration

1. **Registration is limited.** Spaces are filled by qualified applicants in the order in which they are received. Applicants receive notification of acceptance in two to three weeks.
2. Students are encouraged to apply early. **Programs often fill before the deadline stated in the program calendar.** Applicants whose files are received after the program fills are placed on a waiting list and added to the program if space allows. Unprocessed applications from the waiting list and application fees are returned within two weeks of the application deadline.
3. Due to the unique qualities of a travel study program, students must be able to complete some assignments independently. Applicants should have a 3.0 overall GPA. A minimum 2.5 overall GPA at the time of application is required for acceptance into an off-campus program.
4. Upon acceptance, all course registration forms should be submitted to the office of off-campus programs.
5. Each student should contact his/her adviser to discuss how courses in off-campus programs fit into his/her curriculum.
6. Depending on the prerequisite, students electing to enroll in one or more upper-level art history course must have successfully completed ARTH 100 Survey of Western Art I and/or ARTH 110 Survey of Western Art II or an equivalent.
7. Students electing to pursue independent study through SCAD are responsible for having their proposals approved by the appropriate persons. No more than one independent study is allowed per student per program. Students may pick up an application for independent study from the office of the registrar. **All independent study applications must be completed 30 days prior to travel.**
8. Admittance is valid only when payment of tuition and fees is received in full. **All deposits are nonrefundable.**
9. Course offerings, itineraries, fees, facilities, faculty and other aspects of the program are subject to change without notice.
10. A prompt response to any inquiries related to the travel study program is expected of all participants.

Passports and Visas

Participants are responsible for procuring their own passports and/or necessary visas. International students must check with the international student services office for necessary support materials and applications. Applications for passport and visas must be made immediately. Failure to have all necessary documents completed two weeks before departure may result in dismissal from the program at the applicant's expense.

Financial Aid

Cost concerns should not prevent students from taking advantage of travel opportunities. Undergraduate and graduate students participating in the study trips can usually apply their financial aid toward off-campus programs. Financial aid opportunities differ from program to program. **Students should consult with their financial aid counselor carefully to ensure their application for monies is in order.**

1. Students who intend to use financial aid funds should submit applications early. If a student requests a loan for the off-campus program apart from any other loans, part of his/her funds may not be disbursed to his/her account until after the beginning of the program.
2. Questions about guaranteed student loans and/or federal grants may be directed to SCAD's office of financial aid at 912.525.5000.
3. Students from other institutions should consult with financial aid officers at their own institutions to find out which sources of aid are available to them. Federal awards and a number of state awards are transferable to the Savannah College of Art and Design.

Return this application, along with \$35 application fee and sealed recommendation form, to:

Off-campus Programs
Savannah College of Art and Design
Jen Library
P.O. Box 3146
Savannah, GA 31402-3146 USA

Off-campus Programs Application for Admission

Please list program and quarter of choice:

Are you a current SCAD student? Yes No If you are not a current SCAD student, you must send an additional application fee of \$50 and your most recent academic transcript along with this application.

If not, where are you enrolled/employed?

Do you have a valid passport? Yes No If yes, please provide a copy of your passport identification page.

Name (as it appears on your passport)

Nationality Male Female

Current address

City/state/ZIP

Phone No.

E-mail address

Student ID No.

Billing address

City/state/ZIP

Phone No.

Major

Academic adviser

Year in school

Grade Point Average

Application cannot be processed without the following information:

Health insurance provider (required)

Policy No.

Phone No.

To be completed by all applicants. Person to contact in case of emergency:

Name

Relationship

Address

City/state/ZIP

Home phone No.

Business phone No.

Be sure to complete the second page of the application.

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Statement of Purpose

On a separate sheet, please complete a typewritten statement of purpose explaining the reasons you wish to participate in the off-campus program. Statements should not exceed one page.

Which courses are you interested in taking during the program? Please list.

Students may elect to make alternative travel and lodging arrangements. If you do not inform the college of any deviations from the program package, you will be billed for full participation. Any deposits issued in your name cannot be refunded. Therefore, if you wish to provide your own transportation and/or lodging, please indicate your preference below. Please check all that apply.

- I wish to travel and stay with SCAD.
 - I wish to make my own travel arrangements.
 - I wish to make my own hotel arrangements (domestic programs only).
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Price

All prices are determined at time of print and are subject to changes in tariffs, exchange rates and governmental regulations. The office of off-campus programs at the Savannah College of Art and Design does not anticipate an increase in price. Passport fees, required visas, tourist cards, room service, telephone calls and other items not outlined in the program syllabus are not included in the quoted price.

Dismissal

All students who participate in off-campus programs are representatives of the Savannah College of Art and Design; their behavior influences others' impressions of the college. All participants are expected to conduct themselves in a mature and responsible manner. The right is reserved to decline to retain any person as a program member at any time should such person's health, mental condition, physical infirmity or general conduct impede the operation of the program or the rights,

welfare or enjoyment of other program participants. In the event of illness, necessary actions will be taken upon parental notification (if applicable). Program faculty or staff will arrange local medical treatment or transportation. All expenditures are the responsibility of the participant and/or parent or guardian. If a participant's conduct becomes a liability to him/her or the program, faculty or staff may choose to terminate participation at his/her expense and/or that of parent or guardian, and no refunds will be issued.

Insurance and Medical Care

Each student must provide medical and health insurance coverage for his/her period of travel. Coverage is required and must be indicated on the application before the student can be considered for acceptance. Students who need insurance may contact the student services department at 912.525.6950 for information.

I understand that cancellations must occur in writing and that all deposits are nonrefundable.

Signature of applicant

Date / /

Return this application along with a check for \$35 to cover your application fee, two (2) copies of your passport, the recommendation form and statement of purpose to:

Off-campus Programs
Savannah College of Art and Design
Jen Library
P.O. Box 3146
Savannah, GA 31402-3146 USA

In consideration of payment enclosed, the Savannah College of Art and Design agrees to provide the program described herein, subject to the terms, conditions and limitations as described and incorporated herein by reference. SCAD reserves the right to adjust program fees and the right to cancel or alter programs and courses without notice. All fees will be refunded if program is cancelled.