

# SUMMER FLAS ABROAD - IU PROCEDURES

## Federal Regulations

**FIRST**, adhere to all FLAS regulations in the U.S. Department of Education FY2010-13 "Program Administration Manual" <http://www2.ed.gov/programs/iegpsnrc/resources.html>

## Required Approvals

If your selection committee recommends a summer study abroad award, the FLAS offer will be contingent on approval of the study abroad program from **both**:

- 1) U.S. Department of Education program officer obtained by the center AD through IRIS, and
- 2) IU Office of Overseas Study, which the student may handle on his or her own through normal OVST channels <http://www.indiana.edu/~overseas/>

## Enrollment

**ALL SUMMER FLAS STUDY ABROAD PARTICIPANTS MUST BE ENROLLED HERE AT IU.** If the student is participating in an IU program, the student will enroll in the regular IU course number for that program. If the student is participating in a non-IU or self-arranged program, the student must enroll in the appropriate zero credit hour course number as authorized by IU Overseas Study: Undergraduate OVST-Y 498; Graduate GRAD-G 597. OVST contact for IU enrollment: Rachelle Bennett ([ralbenne@indiana.edu](mailto:ralbenne@indiana.edu) 6-2839). Web form: <http://www.indiana.edu/~overseas/apply/noniu/index.shtml>  
The preferred date by which summer Overseas Study enrollment information should be communicated to Rachelle Bennett is April 15. The absolute deadline is first week in May. Rachelle Bennett will submit the list of G597 enrollment to Denise Gardiner and Mitchell Byler of the College Graduate Office by May 15 each year to check G597 against students' program plans.

## Offer Letter

We don't have a College template offer letter for summer FLAS abroad since there are so many variables in what Centers offer. Please make sure your letter notes contingencies, does not offer top-off of tuition over cost of education allowance, and informs study abroad students that they will be responsible for their own recording fee for the zero credit hour enrollment on Bloomington campus (expected \$20).

## Stipend Payment

All stipend payments for study abroad FLAS recipients will be paid through SIS summer session cash award. The disbursement date is always 10 days before the start of the session, per federal guideline. In summer 2011 this will be May 1. Students may need to make some arrangements out of pocket before stipends are disbursed. Please note that many Overseas Study program providers will accommodate late payment without charging late fees when they are informed of constraints of financial aid disbursement. OVST or the TVI Center may provide a letter to the provider confirming the situation if needed. Contact Misty Cummings in College for SIS help ([mlcummin@indiana.edu](mailto:mlcummin@indiana.edu) 6-0728).

## Tuition and Fee Payment

Tuition and Fees may be paid by PO or DV directly to the provider university Bursar based on an invoice or e-mail/letter from the provider. Make sure the student name is clearly marked on the check stub information so that payment is matched with the correct student account. IU requires the "[Supporting Form](#)" when you make this type of payment to another institution Bursar.

## Optional Travel Awards

All travel awards must be paid as additional cash stipend through SIS up to the limit of \$1,000. It is the responsibility of the Center to complete IRIS foreign travel authorization and retain copies of receipts with the FLAS file showing Fly America compliance.