

SAI FINANCIAL AID VERIFICATION PAPERWORK



PAYMENT DEFERMENT INSTRUCTIONS

If you currently receive federal, state, or institutional financial aid (scholarships, grants and personal loans), you may be able to use some or all of your aid toward the cost of your study abroad program with SAI Programs.

PLEASE NOTE: This form should only be completed and returned by students who plan to use financial aid monies to pay for any portion of their study abroad program costs and require deferring payments to SAI. If you receive monies from a GI Bill, Veteran's Benefits, a 529 Plan, or Tuition Benefit Programs, please contact our Business Office before you begin this process.

- Step 1: Contact your university's financial aid office to determine if it is possible to use your financial aid toward your SAI program cost. It is important that you take the necessary steps to ensure a successful transfer of payment. Find out if a "Consortium Agreement" will be required between your school and SAI.
- Step 2: Ask your Financial Aid Advisor to complete the Financial Aid Verification Form (top part of page 2) and return it to you directly.
- Step 3: Complete the Agreement to Pay & Cancellation and Withdrawal Policy (bottom part of page 2) and scan the completed page to the SAI Business Office by the date listed on the chart below. Your financial aid funds will not automatically be sent to SAI, and in most cases will be disbursed directly to you. If your aid is released AFTER you have already left for the program abroad, it is your responsibility to make arrangements for payment to be sent to our office. This may require the assistance of a third party (e.g your parent / guardian / school).

Semester	Paperwork Due	Balance Due*	Deferred Payment Due
Fall	June 15th	July 1st	2 weeks after disbursement
Spring	November 15th	December 1st	2 weeks after disbursement
Summer	By final payment deadline for student's selected program	By final payment deadline for student's selected program	2 weeks after disbursement

*This only applies to students whose financial aid does not fully cover their program costs.

If obtaining a private loan, you must use your Home University's school code on the application. Once approved and accepted, your Home University will be able to list this amount on the SAI Financial Aid Verification Paperwork.

SAI CANCELLATION AND WITHDRAWAL POLICY

SAI allows financial aid students to defer the amount that their financial aid will cover while requiring that the final financial aid payment is sent within two weeks of its disbursement. Failure to make payment by this date may result in suspension from the program, restriction from attending classes, and a hold on your transcript. If a financial aid student cancels or withdraws from their program, they remain liable for any penalties as reflected in the SAI Cancellation and Withdrawal Policy. Penalty fees will be billed to the student and due immediately. Unpaid balances may be referred to a third-party collections service. Please refer to our website for your particular program's Cancellation and Withdrawal Policy.

Questions?
Please contact the SAI Business Office
800.655.8965
financialaid@saiprograms.com

Business Office Manager
Angela Chang
800.655.8965 x 108
angela@saiprograms.com

Business Office Associate
Britney Hernandez
800.655.8965 x 107
britney@saiprograms.com

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STUDENT FINANCIAL AID VERIFICATION FORM

NOTE: This section to be completed by home school advisor

_____ date

1. Please list the total amount(s) of financial aid awards that the student has accepted below:

Type (e.g. Stafford Loan)	Amount (e.g. \$5,000)	Anticipated Disbursement Date & Amt (e.g. Jan. 15 / \$2,500 Mar. 15 / \$2,500)
_____	_____	_____
_____	_____	_____
_____	_____	_____
SUBTOTAL:	\$ _____	

2. The dollar amount that the home university will be **deducting** from the **SUBTOTAL** (including any and all tuition fee balances and study abroad fees assessed).
 \$ _____

3. The dollar amount that remains for the student to pay their SAI balance. **NOTE:** Not all students will have funds remaining.
 \$ _____

4. To whom will funds be disbursed to?: () SAI Programs () Student () Responsible Third Party

I, the home school advisor, verify that this information is true and correct: Signature: _____

AGREEMENT TO PAY & CANCELLATION AND WITHDRAWAL POLICY

NOTE: This section to be completed by student

By signing below, I certify that I have read and agreed to the Agreement to Pay & Cancellation and Withdrawal Policy on page 1. I also certify that I have not listed any dollar amounts or disbursement dates on my own in the above section. If funds will be disbursed to a third party, please sign the Responsible Third Party section.

Student Signature

Print Name of Student (required)

Signature of Student (required)

Home University

Telephone Number

Date

Responsible Third Party (If applicable)

Print Name of Responsible Third Party (required)

Signature of Responsible Third Party (required)

Email

Telephone Number

Date

Please email this completed second page to financialaid@saiprograms.com