

# HOME TUITION DEPARTMENTAL EXCHANGES

## Instructions for Exchange Participants

Congratulations on your nomination for a UW departmental exchange! Please read on and complete the checklist to the right.

### **Exchange Fee & Payment Contract**

During your participation in this exchange, you will pay an exchange fee to the UW and no tuition to your host institution (though you may find that there are small student fees to be paid before or upon arrival in your host country, depending upon the host institution).

The exchange fee will be equivalent to your regular UW home tuition during your period of participation in the exchange. You will be asked to sign a payment contract in which you certify that you understand and agree to pay the exchange fee for this period. Please reference your *Statement of Acceptance and Payment Contract* for specific exchange fee details.

### **Concurrent Enrollment & IPE Fee**

While participating in your exchange, you will be required to enroll in the University of Washington through a process known as concurrent enrollment. Concurrent enrollment makes it possible for students to maintain their status as full-time UW students while studying abroad. It will allow you to remain enrolled in the UW; maintain financial aid and scholarship eligibility; earn regular, graded UW credit; maintain pre-registration privileges; continue deferment of any school-related loans; satisfy residency requirements for graduation; and purchase the UW Accident and Sickness Insurance Plan (optional).

In order to be concurrently enrolled, you will submit the concurrent enrollment form to IPE and pay the IPE fee of \$200/quarter, \$300/semester or \$600/academic year.

### **Financial Aid & Scholarships**

Most forms of financial aid can be utilized during your participation in the exchange. If you are on financial aid, please contact the Financial Aid Office to verify that your financial aid awards will apply. If you are interested in applying for increased financial aid during your quarter of study abroad, please obtain a revision request from the Financial Aid office and a budget of student expenses from the IPE office, and submit both to the Financial Aid office in 105 Schmitz.

Please reference <http://ipe.washington.edu> for information about scholarships, including the quarterly IPE Undergraduate Scholarship.

### **Insurance**

The University of Washington strongly recommends that students maintain coverage major medical insurance and emergency medical evacuation/repatriation insurance while studying abroad. UW students wishing to purchase the UW Accident & Sickness Insurance plan for their quarters of study abroad *cannot* do so via the MyUW webpage. They should, instead, submit the *UW Accident & Sickness Insurance Purchase Request Form* to IPE. Please visit <http://ipe.washington.edu> for further information regarding insurance.

### **Pre-Departure Orientation**

You will receive general information about concurrent enrollment, financial aid, insurance, credits, health and safety, etc. in the

mandatory on-line Pre-Departure Orientation.  
[www.ipe.washington.edu](http://www.ipe.washington.edu)

### **Fee Payment**

Exchange, IPE and UW Accident & Sickness Insurance (optional) fees will be charged to your UW student account and will be payable to UW Student Fiscal Services in 129 Schmitz Hall or via MyUW.

### **DEPARTMENTAL EXCHANGE CONCURRENT ENROLLMENT CHECKLIST**

- Contact UW Department to apply for the departmental exchange.**
  - Upon nomination for the exchange, sign and submit the *Statement of Acceptance and Payment Contract* to your Departmental Exchange Advisor.**  
  
**\*Please contact your Departmental Exchange Advisor if you have not yet received this contract.**
  - Complete the Mandatory Pre-Departure Orientation online at [www.ipe.washington.edu](http://www.ipe.washington.edu)**
  - Prepare and submit your Concurrent Enrollment (CE). The CE packet consists of the following and is due by the deadline below.**

<input type="checkbox"/> <b>Concurrent Enrollment form (distributed at pre-departure orientation)</b>
<input type="checkbox"/> <b>Health Screening forms (distributed at pre-departure orientation)</b>
- |                            |                      |
|----------------------------|----------------------|
| <b><u>Study Abroad</u></b> | <b><u>CE Due</u></b> |
| Fall                       | September 1          |
| Winter                     | December 1           |
| Spring                     | March 1              |
| Summer                     | June 1               |
- Submit your UW Accident & Sickness Insurance Request form (optional) to IPE by the CE deadline (listed above).**
  - Pay your exchange fee to UW Student Fiscal Services by the required deadline (see HT Payment Contract for dates).**
  - Pay your IPE fee to UW Student Fiscal Services by the third Friday of your first quarter of study abroad.**
  - Pay your UW Accident & Sickness Insurance fee (only if purchasing this insurance plan) to UW Student Fiscal Services by the required deadline.**

