$500 Voucher

All students who wish to use the $500 Study Away Voucher must meet the following eligibility requirements and abide by the following guidelines:

**In Order to be Eligible, Students Must:**

- **Before Departure**
  - Be a student who entered the University during one of the following semesters: fall 2009, spring 2010, summer 2010, fall 2010, or spring 2011 **AND** was a first-time college student at Missouri State University **OR** a Missouri State University – West Plains student transferring in with an Associate of Arts degree.
  - Have a minimum 2.5 cumulative GPA.
  - Have completed one year of full-time study at Missouri State University.
  - Be in good academic and judicial standing with the university.
  - Be accepted by a Study Away Office-approved program to a country outside the United States. Students cannot use the voucher to study abroad in their home country.

- **Upon Return**
  - Be enrolled at or graduating from Missouri State University the semester after completing their study abroad experience. Students transferring to another institution after completion of their study abroad program are not eligible to receive the voucher and will be charged for the voucher amount.

**Deadline**

- The voucher application is due to Study Away Programs BEFORE the financial aid disbursement of the study abroad term (Fall: Due August 15th; Spring: Due January 15th; Summer: Due May 15th).

**Policies**

- The recipient must sign a voucher agreement form and abide by all university and Study Away policies.
- The recipient must submit his or her official transcript to Study Away upon return to Missouri State University. If the student participated in a short-term study away program, Study Away will confirm participation with the faculty leader.
- The Study Away Voucher will be awarded directly to recipients through their Missouri State accounts during financial aid disbursement. No monetary amount will be given as a cash advance or to an administrative unit at Missouri State or any other institution.
- All recipients are required to engage in their full academic programs while abroad as prescribed by the program in which each student participates.
Recipients are required to participate in their previously-approved programs during the semester for which they were approved. Any change in a recipient’s study away plans will require Study Away Programs approval.

Recipients who do not engage in or complete their study abroad programs as originally planned will not be entitled to the voucher. If funds have already been allocated to a student and the student fails to attend or complete his or her program, the student’s account will be charged for the voucher amount.

Recipients who fail to complete the service activity for the Study Away Office will have the voucher amount applied to his/her account.

The voucher is good only for one-time use and cannot be postponed.

**Study Away Voucher Application**

By my signature below, I acknowledge that I understand and agree to the above policies.

Signature ___________________________ M Number ___________________________ Date ___________________________

Printed Name ___________________________ Major ___________________________ Minor ___________________________

Program Name ___________________________ Term of Study (i.e. Fall 2011) ___________________________ Country of Study ___________________________

Please submit this completed form to Study Away Programs before the deadline:

Study Away Programs
Jim D. Morris Center, 403
301 S. Jefferson Ave.
Springfield, MO 65806

Office: 417-836-6368  Fax: 417-836-6146
Email: studyaway@missouristate.edu
Web: http://international.missouristate.edu