

Following is a list of items you may need to complete for various departments before you leave on your study-abroad program. **Not all the items on this list may pertain to you.**

**REGISTRAR'S OFFICE:**

- Give the Registrar's Office the address you want used while you are away as well as the length of your stay at that address.

**STUDENT ACCOUNTING SERVICES:**

- Designate someone in the U.S. to act as your advocate, allowing them to monitor your student account, and make sure that your bills are being paid. Please give us written permission to discuss your file with your advocate(s) by indicating such on your Billing Information Form or by direct written correspondence with the Student Accounting Services Office.
- If you will have a credit balance after your financial aid is credited to your student account, Whitworth will prepare a credit check or request that an ACH is wired to your indicated bank account, unless you have given the Student Accounting Services Office permission to leave the balance on your student account. If you expect to receive outside scholarship checks that need to be endorsed in order for the funds to be applied toward your student account, you will need to appoint a Power of Attorney to endorse them on your behalf.
- If you are having a credit check prepared in your absence, please notify the Student Accounting Services Office where to send the check. If you will receive a credit check, you may want to contact your personal banking institution to determine what they need in order for someone, other than yourself, to deposit funds to your personal checking account.
- Contact the Student Accounting Services Office if you have an Institutional loan in your award and take care of any necessary paperwork.

**FINANCIAL AID OFFICE:**

- Submit your renewal Free Application for Federal Student Aid (FAFSA) before you leave or by April 1<sup>st</sup> by applying on line at [www.fafsa.gov](http://www.fafsa.gov).
- Complete verification if you were selected for verification (documents will need to be turned in to Financial Aid) so that your award may be finalized. Verification Worksheets are available on our forms web page at [www.whitworth.edu/financialaid/forms](http://www.whitworth.edu/financialaid/forms).
- Complete a Federal Direct Master Promissory Note and Direct Loan Entrance Counseling on the web at [www.studentaid.gov](http://www.studentaid.gov). (This is only required for first time Federal Direct Loan borrowers). Once these processes are successfully completed and confirmed your loan funds are placed on your account at the beginning of the term. You will receive an email when the disbursement occurs.
- If you will be receiving Washington College Grant funds for the first time, complete the Student Directive for Disbursement of State Student Aid which can found on our web page at [www.whitworth.edu/financialaid/forms](http://www.whitworth.edu/financialaid/forms).

**REMINDERS WHILE ABROAD:**

- Make sure that when you complete your semester abroad, you request that the program you attended provide Whitworth confirmation that you successfully completed your academic semester and transcripts be sent to Whitworth. **Financial aid for the following semester will be on HOLD and your funds will not be transmitted to your student account or any credit balances (excess funds) released to you until Whitworth receives this confirmation.**

WHITWORTH UNIVERSITY - 300 W. HAWTHORNE ROAD, SPOKANE, WA 99251

**REGISTRAR'S OFFICE**  
Ph: (509) 777-3201  
Fx: (509) 777-3296

**STUDENT ACCOUNT SERVICES**  
Ph: (509) 777-4495  
Fx: (509) 777-3761

**FINANCIAL AID OFFICE**  
Ph: (509) 777-3215  
Fx: (509) 777-4601