

# Study Abroad Program Information and FAQs

## How do I pay for this Study Abroad Program?

There will be various payment options depending on when students enroll. Payments will ALWAYS be paid to the travel vendor and NEVER to Chattahoochee Tech or the Study Abroad Coordinators. Generally, the entire program cost must be paid in full approximately 90 days prior to departure.

## Is Financial Aid available for the Study Abroad Program?

While Financial Aid cannot apply to this program, it can be applied to CTC tuition and student fees (assuming that you qualify). Therefore, the cost of the program must be paid by the traveler. Limited scholarships may be available through the Chattahoochee Tech Foundation\*.

\*More information about possible scholarships will be provided during study abroad information sessions.

## Who can participate in this program?

**ONLY** enrolled CTC students enrolled in a participating course program are eligible to participate. Any spouses/friends/parents/etc. who wish to participate must be enrolled for that semester and taking one of the eligible courses. No high school, dual-enrolled, or students who are under 18 years old will be eligible for participation. Additionally, all travelers must have a valid passport and any other travel-related documents (non-US citizens may require additional travel documents) by the date of departure. Additionally, students should be in good academic standing and have a minimum GPA of a 2.0\*\*.

\*\*Pending individual review.

## Do students have to be in specific programs in order to participate in this Study Abroad Program?

While Study Abroad is not program specific, students must be able to enroll in at least one of the participating courses in order to be eligible. Not all diploma programs allow for students to take electives outside of their program area. It is recommended that students interested in participating speak with their program advisor about course options.

## How do I apply? What is the process for admission?

Interested students must complete the Study Abroad application packet which includes an application form, a copy of the student's unofficial transcript, and a signed medical evaluation form indicating clearance to travel.

Once the application packet is completed, it can be returned via email to [Study.Abroad@ChattahoocheeTech.edu](mailto:Study.Abroad@ChattahoocheeTech.edu) or dropped off in person to one of the following offices: Frank Inscoe (Office B209.8 at the Marietta Campus in Building B), Allison Budaj (Office B209.7 at the Marietta Campus in Building B), or Shari Szalwinski (Office 232A at the Paulding Campus in Building A).

All applications will go through an evaluation process which includes a review by the Dean of Arts and Sciences and the Study Abroad Coordinators. Applicants will be contacted for an interview with the Study Abroad Coordinators before a final decision is made.

## What courses are offered?

All travelers will be required to enroll in at least **one** participating course (with specific instructors) for the semester when the program will be taking place. Students will attend the course and complete the coursework for the enrolled class just like any other course, with the addition of a Study Abroad-specific assignment. The participating course numbers will be released once that semester schedule has been publicized. Depending on the instructors, courses may be available in online, hybrid, or traditional on-ground courses.

The following list serves as an example of courses which previous study abroad students have taken in order to be eligible for the program. Classes can vary from semester to semester or depending on the study abroad country:

ARTS 1101	Art Appreciation	MUSC 1101	Music Appreciation
COMM 1109	Human Communication	POLS 1101	American Government
ENGL 1101	Composition and Rhetoric	SOCI 1101	Introduction to Sociology
ENGL 1102	Literature and Composition	SPAN 1101	Intro to Spanish Language/Culture I
ENGL 2110	World Literature	SPAN 1102	Intro to Spanish Language/Culture II
HIST 1111	World History I	SPCH 1101	Public Speaking
HUMN 1101	Introduction to Humanities		

# Additional Questions/Information Regarding the Study Abroad Program

## **Besides students, who is going as part of this program?**

Typically, three full-time CTC instructors (Study Abroad Coordinators), as well as a local tour guide will be accompanying students throughout the program to facilitate the learning experience.

## **What is included in the cost I am paying?**

The cost includes airfare, accommodations, entrance to cultural activities as listed on the itinerary (i.e. museums, historical sites, performances, etc.), tour guides, bus drivers, traveler's insurance, a tour director, and some meals.

## **How much additional money should I bring?**

You will be expected to pay for most of your own meals (mainly lunches and some dinners). Also, please plan ahead and have set aside money for souvenir shopping, plus money for tipping the various bus drivers and tour guides who will be providing their services while abroad.

## **Still have questions?**

Any other questions, please don't hesitate to contact [Study.Abroad@ChattahoocheeTech.edu](mailto:Study.Abroad@ChattahoocheeTech.edu), or the Study Abroad Coordinators in charge of the program:

Frank Inscoe (Spanish Instructor, Marietta Campus)  
(770) 528-4443 or [Frank.Inscoe@ChattahoocheeTech.edu](mailto:Frank.Inscoe@ChattahoocheeTech.edu)

Shari Szalwinski (Communications Instructor, Paulding Campus)  
(770) 443-7942 or [Shari.Szalwinski@ChattahoocheeTech.edu](mailto:Shari.Szalwinski@ChattahoocheeTech.edu)

Allison Budaj (Humanities Instructor, Marietta Campus)  
(770) 528-6468 or [Allison.Budaj@ChattahoocheeTech.edu](mailto:Allison.Budaj@ChattahoocheeTech.edu)