

## Financial Aid & Final Payment – Non-UCLA Students

### How do Non-UCLA students apply for Travel Study Financial Aid?

#### Step 1

- **Consult** with your home institution about financial aid availability and deadlines, as you are responsible for securing financial aid from your own institution.

#### Step 2

- **Register** for Travel Study by completing the [online registration form](#) and paying your \$300 deposit to secure space on a program.

#### Step 3

- **Submit** the FAFSA by March 2, 2019. The application is available online beginning October 1, 2018 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

#### Step 4

- **Submit** a signed [Non-UCLA Financial Aid Agreement](#) form to our office by 5 pm on April 5, 2019. You can email this to [info@ieo.ucla.edu](mailto:info@ieo.ucla.edu).

#### Step 5

- **Meet** all of the requirements and deadlines set by your home campus financial aid office, and **accept** your financial aid award as soon as possible.

#### Step 6

- **Logon** to [MyUCLA](#) to view your course enrollment and to pay your full program fee before the start of your program (see instructions below).

## please note....

- **REGARDLESS OF YOUR AID PACKAGE, YOU ARE RESPONSIBLE FOR PAYING THE FULL PROGRAM FEE AFTER APRIL 6th.**
- **Non-UCLA students** who have submitted a [Non-UCLA Financial Aid Agreement](#) form by April 5 will be exempt from paying their fees by that final payment deadline. **Your full program fees will be due immediately after you receive your financial aid disbursement and before the start of your program.**
- **Waitlisted Non-UCLA students:** must also submit [the Non-UCLA Financial Aid Agreement](#) by the April 5 deadline. **NO FORMS WILL BE ACCEPTED AFTER APRIL 5.**
- **Outside scholarship recipients:** if your scholarship funds will disburse after April 5<sup>th</sup>, you will need to submit a Payment Extension Request Form. Please contact our office for this form.

## ALL STUDENTS:

### HOW TO PAY:

- **CREATE A UCLA LOGON:** You will need to create a UCLA Logon using the UCLA nine-digit student ID number (UID) assigned when you registered for Travel Study. You can find your UID number in your confirmation email. Activate your account [here](#), by clicking on the left hand side link called "Create UCLA Logon/Password" and following the steps for creating your logon. You can then access MyUCLA to view your course enrollments and program fees, monitor your account balance and pay your final program fee balance.
- **PAYMENT INSTRUCTIONS:** Pay your fees via [MyUCLA](#) using credit card or e-check. To pay by personal check, make the check out to "UC Regents," and write your 9 digit UID and the word "Summer 2019" on the check. You can mail this to the UCLA International Education Office, 405 Hilgard Ave., 1332 Murphy Hall, Los Angeles, CA 90095-1418.
- UCLA has instituted a transcript fee to all non-UC students who take a UCLA summer course. This fee is a one-time charge of \$50, so that you can request unlimited transcripts. You can order a transcript via [MyUCLA](#).

## IF YOU ARE NOT APPLYING FOR FINANCIAL AID:

Your program fee is due Friday, April 5, 2019 by 5pm.

### CANCELLATION POLICY FOR ALL STUDENTS:

If you decide to cancel your enrollment you **MUST DO SO BY APRIL 5, 2019.**

Please carefully read the cancellation policies below:

- The \$300 deposit is not refundable under any circumstance
- Paid program fees (minus the \$300 deposit) are refundable until April 5, 2019
- No refunds are available after April 5, 2019
- Cancellation and refund policies apply to ALL Financial Aid Students as well.
- **Failure to cancel prior to the April 5 deadline will result in a bill for the full program fee. Financial aid is not available for students who cancel their program.**
- To cancel, retrieve your travel study registration form and click "Cancel My Registration" no later than 5pm on Friday, April 5.

