STUDENT APPLICATION PROCESS & COMMUNICATION POLICIES
for Program Leaders
APPLICATION FEE
Students who apply before the early application deadline will receive a $100 discount on the program fee. In order to receive this discount, the student must pay the application fee of $100 by the early application deadline, which is listed on each program page of the IP website. The application fee is a separate, standard, non-refundable fee that does not go toward their program fee.

REFUND IN THE CASE OF IP PROGRAM CANCELLATION
If International Programs cancels a program for any reason—as included in our General Program Fee Liability policy—students will receive a full refund of all paid fees. If a student cancels themselves from the program, our refund policies are located on the IP website.

DEFERMENT FORMS
Students have the opportunity to fill out a deferment form for their confirmation deposit and/or their full payment of the program fee. Students cannot defer their $100 application fee. The deferment form is available on the IP website. Please direct questions about deferment forms to IP-info@fsu.edu. FSU students may defer up to 100% of their program fee, as long as they anticipate receiving enough financial aid. Non-FSU students may defer up to 50% of their program fees.

STUDENT EMAIL CORRESPONDENCE
All student correspondence must come from the IP-info email account. The purpose of this policy is to streamline communication with the students by answering their questions in an official and consistent manner. International Programs’ staff regularly monitors the IP-Info email account. Those managing the email account have the authority to answer any general questions that the students may have, such as questions related to financial aid, application processes, etc. If you have information that you would like IP to send to program participants that is specific to your program, please contact your program coordinator. If students have contacted IP-info@fsu.edu with any program-specific questions, the Program Coordinator will consult with the Program Leader as necessary.
APPLICATION STATUS

There are **FIVE** types of applicant statuses:

**PENDING**

The student has applied and not yet paid the $100 application fee. If the student does not pay the fee in a few days, the application becomes “cancelled” and the student will need to reapply.

**RELEASE**

The student has applied and paid the $100 application fee, and the IP Admissions Officer is reviewing their application for eligibility.

**ADMITTED**

The student has applied and has been admitted to the program; after the confirmation deposit deadline those admitted that have not paid their confirmation deposit will be canceled from the program for non-payment.

**WAITLIST**

When a program reaches its maximum enrollment capacity, admissible students that apply after this point are waitlisted. If spots become available on the program, these students will have a chance to be admitted in the order in which they applied. These students must be able to make any necessary payments if deadlines have passed.

**CANCELED**

There are two types of canceled students: “administrative canceled” or “student canceled.” “Student canceled” applicants cancel themselves from the program if they change their mind about studying abroad. “Administrative canceled” students are canceled by IP for reasons such as non-payment.
IMPORTANT DATES

Important student due dates are located on your program’s page on the IP website.

EARLY APPLICATION

Early application deadline is also the IP scholarship deadline and the $100 discount deadline. Reference section titled “Application Fee” for explanation on how the discount is applied.

CONFIRMATION DEPOSIT

Confirmation deposit deadline is when students financially commit to the program. Shortly after we process these payments, IP will likely know if enrollment numbers have been met and if the program will receive a “go,” are close to being met and need a marketing push, or will be canceled, based on the minimum enrollment requirement.

FULL PAYMENT

Full payment deadline is when students must pay or defer the remaining balance of their program fee.
PRE-DEPARTURE COMMUNICATION
After a program receives an official “go” from IP, the IP Communications Representative will send out information to the students pertaining to airline ticket purchases, mandatory pre-departure orientations, and course registration information. You will be copied on all official communications to your program participants. It is important the students receive this information from the official IP-Info email account in order to streamline communication and avoid confusion and conflicting instructions. To reiterate, if you have information that you would like IP to send to program participants that is specific to your program, please contact your program coordinator.

CLASS REGISTRATION
Please note that students will not have the opportunity to register for their study abroad classes until after the program has an official “go.” This registration will come after the normal on-campus registration timeline and students should not be alarmed if they have not registered by the time they normally would for on campus courses. International Programs will not automatically enroll the students into the classes, but rather will send instructions to the students about how to register themselves. Typically, IP Summer registration opens mid-March, IP Fall registration opens mid-July, and IP Spring and Spring Break registration opens mid- to late-November.