**Important Message to Students who Studied Abroad in the Spring Semester**

If you studied abroad during the Spring semester, the Office of Financial Aid cannot determine your financial aid package until the official transcript has been received by Muhlenberg College’s Office of Global Education. Federal regulations require that the Office of Financial Aid review each student’s transcript from their Study abroad or Washington, DC semester to make sure you are making Satisfactory Academic Progress. In addition, we make sure that you have the required cumulative college GPA for any merit and/or honors programs you may be receiving. We do not and will not make any assumptions based on your historical performance. We understand that receiving this transcript from your program can take time and we do understand that with several programs this is a lengthy process. We also know that in June when financial aid packages and bills go out, some of you are still in class at your program. **You WILL NOT be penalized by the Office of Financial Aid OR the Controller’s Office because we are waiting for your program’s transcript when you have done all that you can.**

What you should do in the meantime:

* Make sure you have done all that you need to do with your study abroad or Washington, DC semester program to have your transcript submitted to the Global Education Department at Muhlenberg College.
* If you think your transcript has been sent to Muhlenberg College by your program but you still see this as a missing financial aid document, contact us at finaid@muhlenberg.edu so that we can do a little research.
* It is common for students who have studied abroad in the Spring to be complete later in the summer, AFTER the initial Fall invoices have been sent out. DON’T PANIC! Instead, set up your payment plan or make your payments using the aid you received last year as an initial adjustment. Once you receive your financial aid award, **our Controller’s Office will rebill**
* **you.** If you have concerns about this, please contact our Controller’s Office at 484-664-3150 and someone there will help you.
* **IF you accidently get a late fee on your invoice because your aid still hasn’t been finalized because your transcript isn’t here yet due to circumstances beyond your control, don’t get worried.** **Fees are often done automatically. Just contact our office or the Controller’s Office so that we can take care of any mistakes.**