



UNIVERSITY PREP

DISCOVER TOGETHER

General Information on Semester Away

University Prep sophomores and juniors who wish to pursue study at an approved semester away school must demonstrate their interest by completing the appropriate paperwork by March 1 of the preceding school year.

Qualified students will seek to enroll in semester-long programs that:

- the Instructional Leadership Team, in consultation with the Global Programs Office, have approved (see “Approved Semester-Long Programs” list);
- will not impede the fulfillment of the student’s diploma requirements;
- allow the student to seamlessly proceed with her or his academic program upon return to University Prep.

In addition, the student must:

- be in good academic standing as determined by the Director of Upper School in consultation with the faculty;
- be in good social standing as determined by the Director of Upper School and the Assistant Director of Upper School;
- obtain the appropriate signatures (see attached “Semester Away Permissions Signatures”);
- complete a tuition remission application and interview, if applicable (more details to follow);
- sustain good standing both as a scholar and a citizen for the duration of the program.

How do I apply for semester away?

There are several steps in applying for semester away:

1. Meet with the Director of Global Programs to express interest in a semester away and to discuss goals and objectives for doing so;
2. Independently research and decide on approved semester away programs that meet those goals;
3. Apply to chosen, University Prep-approved programs (program deadlines are typically throughout the month of February);
4. Complete the permission signatures form and return to the Global Programs Office by **3:00 p.m. on March 1, 2017**.
5. If applying for tuition remission (see information below), complete tuition remission application and return to the Global Programs Office by **3:00 p.m. on March 1, 2017**.

Application Process

In order to notify University Prep of your intent to spend a semester away during the following academic year, all interested students must complete the enclosed permission signatures form and return it to the Global Programs Office by March 1. If you are not applying for tuition remission for your time away, this signature page is the only requirement due by March 1. By not applying for tuition remission, you are signifying that you are willing to pay full tuition at both University Prep and the semester away school.

If you are interested in applying to receive tuition remission from University Prep for the semester you are away, you must also complete the enclosed application questions by March 1. Please continue reading for further details.

Tuition Remission

Tuition remission means that families are only responsible to University Prep for 15% of the tuition amount for the semester spent away from University Prep. Tuition remission is a financial commitment from University Prep to the students; consequently, it is a very competitive process. In support of University Prep's mission to promote intellectual courage and global citizenship, University Prep reserves tuition remission spaces for up to four (4) students per semester who wish to participate in an approved semester away program (see "Approved Semester-Long Programs" sheet) and meet the criteria listed below. Students are only eligible to receive one semester of tuition remission during their University Prep career.

If a student would like to be considered for tuition remission, he/she should sign and check the "Tuition Remission" section on the "Semester Away Application Permissions" page and complete the application questions listed below. Students who apply for tuition remission will also participate in an interview process.

Through the application and interview process, the Semester Away Committee will select up to four (4) recipients to receive tuition remission each semester. Tuition remission is not granted based on financial need. Rather, selection will be determined based on the following criteria:

- The strength of the student's application, interview, and stated goals for his/her semester away;
- The student's proposed communication plan to share his/her experience with the University Prep community while he/she is away (see "Communication Agreement" for more details);
- The student's proposed plan to share his/her experiences with the University Prep community upon return (see "Bring It Back" for more details).
- If additional criteria are needed, the student's current academic progress will contribute to the committee's decision.

Students who receive tuition remission are responsible to University Prep both for keeping the community informed while away and for sharing about their experience upon return. Failure to do so will jeopardize their tuition remission.

Students who are not awarded or do not apply for tuition remission, and who still wish to study away, are responsible for full tuition at University Prep in addition to the costs incurred by their chosen semester away program.

What happens after an application is submitted?

The Semester Away Selection Committee will review all completed applications for tuition remission received by the deadline. Applications must reflect thoughtful consideration of semester away as an option for the applicant through thorough responses (2-3 total pages

typed, double-spaced) to the essay questions on the following page. Applicants will be invited to participate in an interview with the selection committee once all applications have been reviewed. Examples of possible interview questions are:

- In what areas do you hope to grow as a student and person while on your semester away?
- What do you think will be most difficult for you while studying away?
- How do you propose to communicate with University Prep while you are away?
- How do you plan to share what you learn during your semester away with others?
- Tell us a little bit about the research you have done about studying away. What criteria were important to you when choosing programs?

Communication Agreement

Students selected to receive tuition remission for a semester away are required to communicate about their experience while they are away in order to share it with the larger University Prep community. This communication can take on a variety of forms. It will be the student's responsibility to clearly propose his/her communication plan (feel free to think creatively, e.g., a blog, an article for any of the school's publications, a creative use of Twitter, etc.) in his/her application and then further detail that plan (once confirmed to a semester away program) in consultation with the Associate Director of Communications.

Bring It Back

Students selected to receive tuition remission for a semester away are required to share their experience with the larger University Prep community upon their return. This can take on a variety of forms. It will be the student's responsibility to clearly propose his/her bring-it-back plan (feel free to think creatively) in his/her application and then further detail that plan upon return. If you would like help in developing this plan, please discuss with the Director of Global Programs.

If a student is approved for tuition remission, the family must:

- submit their reenrollment contract with deposit by the February deadline determined by the Enrollment Office (this is required to hold the student's place at University Prep);
- be responsible to University Prep for 15% of the tuition amount for the semester spent away from University Prep;
- meet reenrollment and tuition payment deadlines during the semester the student is away. (For a semester-away student, the adjusted year's tuition total will be distributed over the regular tuition payment dates.)

If a student is approved to spend a semester away without tuition remission, the family must:

- submit their reenrollment contract with deposit by the February deadline determined by the Enrollment Office (this is required to hold the student's place at University Prep);
- be responsible to University Prep for full tuition for the semester spent away from University Prep;
- meet reenrollment and tuition payment deadlines during the semester the student is away.

Application Timeline

- ✓ March 1 – Semester away application and permissions page due to the Global Programs Office
- ✓ March 9-21 – Interviews with Semester Away Selection Committee
- ✓ March 30 – Students selected for semester away tuition remission notified by email

Semester Away Application Permissions

PERMISSION SIGNATURES

Collect the following signatures and also indicate if you would like to be considered for tuition remission. Submit this form to the Global Programs Office.

Registrar

Meet with the Registrar to determine how your semester away program will affect your academic standing and course credits. You need the Registrar's signature below as well as a parent signature and your own.

I have met with the student and given him/her a letter of "Remaining Graduation Requirements." By signing and dating this, I confirm that the student is aware of how his/her semester away program will affect his/her academic standing and course credits.

Registrar signature

Date

I have met with the Registrar and she has given me a letter of "Remaining Graduation Requirements." By signing and dating this, I confirm that I am aware of how my semester away program will affect my academic standing and course credits.

Student signature

Date

Student's Parent(s) / Guardian(s)

I have read and understand all of the conditions outlined in the "Semester Away General Information" and thoroughly discussed the program of study to which my student will be applying. I confirm that my student has met with the Registrar and I have reviewed the letter of "Remaining Graduation Requirements." By signing and dating this, I confirm that I am aware how his/her semester away program will affect his/her academic standing and course credits and I agree to allow my student to apply to participate in a semester away program.

Parent / Guardian signature

Date

Student's Advisor

I have read the "Semester Away General Information" and discussed the program of study to which my advisee will be applying. By signing and dating this, I support my advisee's candidacy for a semester away program.

Advisor signature

Date

Director of Upper School

By signing and dating this, I acknowledge that, as of this date, the student is in good academic and social standing at University Prep.

Director of Upper School signature

Date

Tuition Remission

By checking this box, I indicate that I would like to be considered for semester away tuition remission. I will also complete the application questions on the next page as part of this process. If I do not check this box, this signatures page is the only form I need to submit to University Prep by March 1.

Student signature

Date

Semester Away Application Questions

If you would like to be considered for tuition remission, please provide thorough and thoughtful responses (2-3 total pages typed, double-spaced) to the following questions in a separate document (typed, paragraph/essay format) and submit it to the Global Programs Office along with the signatures page. Please include your name and grade (for 2017-2018) on all pages submitted with the application.

(These application questions are not required if you are not applying for tuition remission for your semester away.)

1. Please discuss why you are applying for semester away.
2. How will your semester away experience differ from spending the semester at UPrep, and why is this important to you?
3. Which semester away program(s) are you applying to and why?
4. How do you propose that you will communicate about your experience with the University Prep community while you are away (see "Communication Agreement" above)?
5. How do you propose to share your experiences with the University Prep community upon your return (see "Bring It Back" above)?

Approved Semester-Long Programs

The following is a list of semester-long programs that are approved by University Prep. This is by no means an exhaustive list of program options, but if a student would like to consider a program outside of this list, he/she should consult with the Director of Global Programs.

[Alexander Muss High School in Israel](#)

[Chewonki Semester School](#)

[CITYterm at The Masters School](#)

[Coastal Studies for Girls](#)

[The High Mountain Institute](#)

[The Island School](#)

[The Mountain School](#)

[The Oxbow School](#)

[The School for Ethics and Global Leadership](#)

[School Year Abroad – China](#)

[The Traveling School](#)

For additional information about these and other programs, as well as additional information to consider with regard to study away, students can also consult the **[Semester Schools Network](#)**.