Northwestern University Bridge Builder

The Bridge Builder program is designed to assist study abroad students who do not have funds immediately available to cover their flight booking costs out-of-pocket. Bridge Builder will cover the cost of your airfare until your study abroad term, when your program charges and flight cost will be billed to your Northwestern student account and your financial aid may be available to help cover your expenses.

Bridge Builder DOES NOT cover other up-front costs, such as program deposits, passports, visas, health insurance, medical visits, etc. You will need to cover these expenses out-of-pocket, usually before financial aid is available.

Eligibility Requirements

- Must be enrolled as a degree-seeking undergraduate student at Northwestern University (not including the School of Professional Studies).
- Must have an Expected Family Contribution (EFC) of $10,000 or less for the current academic year.
- Must be approved to attend an affiliated or Northwestern-sponsored study abroad program during the academic year (fall, winter, and/or spring quarters).

Restrictions

- Bridge Builder is not available for summer programs or unaffiliated programs.
- If you will be attending a program that arranges individual or group flights to the program location for program participants, you are not eligible for Bridge Builder, regardless of whether or not you plan to participate on the program’s flight. Visit the Study Abroad Office website for a current list of these programs.
- Flight and fare subject to University travel policy/ restrictions and Study Abroad Office approval.

Application Instructions

1. Confirm your eligibility by reviewing the requirements and restrictions above. Your EFC is published on your Northwestern financial aid award letter, which you can access in CAESAR:
   Main Menu > Student Financial Services > View Financial Aid > [Year] > Print Award Letter

2. Complete and sign the Bridge Builder Agreement on the next page.

3. Schedule an appointment with Krista Bethel, Assistant Director of Study Abroad Financial Services, and mention in your appointment request that you are applying for Bridge Builder. You will review Bridge Builder eligibility and procedures, as well as study abroad program costs, financial aid, and budgeting. If eligible, Krista will certify your Bridge Builder application; forms submitted without Krista’s signature will not be accepted.

4. Submit your completed Bridge Builder application to the Study Abroad Office on or before the appropriate deadline:
   - June 1st or two months before your program’s start date, whichever is earlier for fall quarter programs
   - November 1st for winter quarter and winter-spring programs
   - February 1st for spring quarter programs

5. Instructions for booking your flight through the University-approved travel agency will be emailed to you. For questions, please contact Jessica Fetridge, Assistant Director of Study Abroad, at jessica.fetridge@northwestern.edu.

Billing & Payment Procedures

Bridge Builder is not a scholarship program. Your flight cost will be billed to you through CAESAR on the same billing cycle as your other study abroad costs. If your financial aid does not fully cover your program and flight charges, it is your responsibility to pay the balance due by the University deadline. The Study Abroad Office cannot remove any fees or holds that result from late payment.
Northwestern Bridge Builder Agreement & Application

Signing the Bridge Builder Agreement form authorizes the Study Abroad Office to bill your Northwestern student account for the cost of your flight abroad (flights and fares subject to approval).

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<th>First &amp; Last Name</th>
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<th>Program &amp; Location</th>
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<th>Program Start &amp; End Dates</th>
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How did you find out about the Bridge Builder program?
- [ ] Study Abroad Office
- [ ] Academic adviser
- [ ] Financial Aid Office
- [ ] Friend
- [ ] Study abroad website
- [ ] Other: ________________________________

By submitting this application, I understand that I am authorizing the Study Abroad Office to pay up front for my study abroad flight booking costs with the University-approved travel agency on my behalf. I may withdraw this application at any time before my flight has been booked by notifying the Study Abroad Office in writing. I understand that I will have the opportunity to review my itinerary and flight cost before my flight is booked. I agree to approve or reject the itinerary within the required 24 hours of receiving it via email, and understand that my failure to respond may result in my Bridge Builder application being withdrawn. I understand that no loan interest will be charged to me for this service. I understand that the University-approved travel agent will charge a fee associated with booking this travel, and that this fee will be my responsibility to pay. I understand the flight and booking fee will be billed to my Northwestern student account, and I agree to pay these fees by the due date following the posting of these items to my account. I understand that I am responsible for the payment of these costs in addition to my tuition and study abroad fees, and that my financial aid may be adjusted based on my final flight costs. **Once booked, I understand that my ticket is nonrefundable, and that I am responsible for paying the flight and booking costs regardless of my participation on the flight or the study abroad program.** I understand that if I choose to change or cancel my flight after it is booked, any additional fees will be my responsibility.

Student Signature __________________________ Date ____________

Actual signature required; electronically drawn/hyphen signatures or signature images will not be accepted.

For Office Use Only

Financial Aid Certification
Please refer to the application instructions. This form must be signed by Krista Bethel to confirm eligibility.

This student has met with me and meets the requirements for the Bridge Builder program.

Signature __________________________ Date ____________

Krista Buda Bethel, Assistant Director of Study Abroad Financial Services

Study Abroad Office

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Please include a copy of the final flight itinerary and cost once approved and confirmed.