**Student Billing Request: Course Fee for Study Abroad**

Accurate completion of this form assures that the entire or a partial amount of student fees associated with your study abroad course will automatically be billed directly to the students enrolled in the course(s) you indicate below. This process is jointly administered between Student Financial Services and your Activity Financial Manager and must be completed in full. Contact Education Abroad at X2226 with questions.

**Part A: General Program Information**

Director Name(s): ________________________________________________________________

Campus Phone/s: __________________________  Email/s: ________________________________

**COURSE INFORMATION**

*Course NUMBER & SECTION designations of all associated with the program must be accurate for proper billing! Creating new sections AFTER submitting this form REQUIRES an updated form to ensure billing accuracy.*

Program Title: ________________________________________________________________

Course Title(s): ________________________________________________________________

Is this a new program? □ Yes  □ No

If "no", does it have the same title as in years past? □ Yes  □ No

If "no", what was it called the last time it ran? __________________________________________

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<tr>
<th>Course No.</th>
<th>Section No.</th>
<th>No. Credits</th>
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If more than one course is associated with this program AND a student is enrolled in BOTH courses, should the student be billed only once for program fees? □ Yes  □ No  □ Not Applicable

This program is open to (Check all that apply.): □ Undergraduates □ Graduates □ Alumni

Activity String: ___________________________  Anticipated Total Participants: ________

If this is NOT a new program, are you using the same Activity String as in previous years? □ Yes  □ No

Is going abroad a requirement of the program? □ Yes  □ No

**IMPORTANT REMINDER:** Registration for short-term study abroad courses must be by “permission of instructor”. Accepted students must be **manually registered** for the course/s.
### Part B: Program Fee & Deposit Per Participant

These funds are put into your program’s account when collected from the participants.

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<th>AMOUNT</th>
<th>NOTES</th>
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| $      | □ Deposit is refundable  
|        | □ Deposit is not refundable |

#### DEPOSIT Amount:
- Charged to Student Account
- NOT collected in colleges/schools!
- Deposited into program account specified above

#### Remainder of PROGRAM FEE: (less the deposit)

Participants will enroll for:
- □ Fall Qtr  □ Winter Qtr
- □ Spring Qtr  □ Summer Qtr

#### TOTAL PROGRAM FEE:

### Part C: Mandatory Global Travel Insurance Fee

These insurance funds will be: 1) charged to student accounts prior to departure and are not included in the program fee; 2) paid to the insurance provider; and, 3) will not be deposited into your program’s account.

Program Dates: Departure: __________________________ Completion: __________________________

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<th>AMOUNT</th>
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#### Mandatory Insurance Fee:

*Note for Program Leaders:* Students will be charged the insurance fee in the weeks prior to departure, please inform student participants that the amount on this form is an estimate and to check their student account for final cost.

To be calculated by EAO:
- □ $1.61 x Number of Days: $_____

The amount of the insurance fee depends on the length of the program and will be automatically charged to the student account prior to departure.

*Estimated cost based on 2020-21 insurance rate and subject to change if rates increase in September 2021

This form requires your Activity Financial Manager’s review and signature. Return it to Education Abroad by quarterly deadline. Forms received after the deadline will be subject to a significant delay in billing set-up. Enrollment Services CANNOT collect student deposits and program payments without this form.

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Program Director(s) Signature: __________________________ Date: __________

College/School Activity Financial Manager Signature: __________________________ Date: __________

We hereby request these charges be billed to all students enrolled in the course(s) listed above:

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