

Faculty-led Program Budgets and Agreements

STUDY ABROAD COSTS

- ▶ Students participating in study abroad programs are billed UA tuition and fees based on a number of factors, including residency status, number of units offered in the study abroad program, and the guaranteed tuition rate.
- ▶ All students participating in a study abroad program will be enrolled in mandatory international health insurance and billed at a rate of \$3.00 per day.
- ▶ Students will be billed the Study Abroad Program Cost that covers the logistical components of the program (e.g., housing, excursions, local transportation).
- ▶ Students should also anticipate other non-billable expenses associated with the program (e.g., airfare, visa fees, meals, books/supplies, miscellaneous). Faculty leads work with the Study Abroad Coordinator to set these amounts, which can be found on the budget web page.

PROGRAM BUDGETS

Budgets are built at various enrollment breakouts to determine a realistic price at which to advertise the program fee. Budgets are built at a minimum enrollment level of 12 students. Each program budget is unique and line items vary, but the following are examples of expenses considered in building the budgets:

- ▶ Provider and/or partner institution fees if applicable
- ▶ Operational advance funds to cover additional program activities not provided by a vendor or partner such as ground transportation, welcome/farewell meals, excursions, gratuities, supplies, lodging, etc.
- ▶ Faculty travel costs such as airfare, per diem, and lodging.
- ▶ Administrative Service Charge – a 1% fee assessed by central administration on program expenses.
- ▶ The department/college can add an administrative fee if deemed necessary to cover expenses. A justification must be provided.

The budget may be modified with reasonable changes to the advertised price up until the application deadline, at which point, no further adjustments can be made that would result in an increase to the advertised price. Final program budgets used for billing are due at the student commitment deadline for the corresponding program.



PARTNER AGREEMENTS

If a partnering entity will be invoicing the UA for fees associated with services being provided, there are two types of agreements that may be necessary to facilitate a study abroad program. An International Memorandum of Agreement (IMOA) needs to be signed if working with a partner institution, and a Master Services Agreement (MSA) needs to be signed if working with a provider or vendor. A Scope of Work is also completed for each term a program runs.

UA Study Abroad can assist you with drafting the appropriate agreement(s) in close collaboration with other applicable UA units such as the Office of the General Counsel, Risk Management, and Procurement & Contracting Services.

