

## Study Abroad Program Fees

The Study Abroad Office is working closely with the Office of the Bursar on study abroad fees. It is required that all program fees and deposits be collected through the bursar. We are not able to facilitate any fee collection outside of the bursar system. This system will remove some of the administrative burden from program directors, allow students to utilize the multiple payment options allowed through the bursar and will ensure that IU is in compliance with the IRS regulations related to reporting of educational expenses.

Developing a budget for a study abroad program is challenging. There are unknown variables such as fluctuations in currency exchange rates, the number of participants and unexpected issues that arise abroad. We encourage you to work closely with your fiscal officer on setting the fees for your program.

### **Program fee payment process:**

- Programs which have a program fee need to communicate the program fee amount and the account number into which the fee should be deposited to the Study Abroad Advisor no later than the following dates:
  - Fall programs – June 15
  - Spring programs – October 15
  - Summer programs – March 15
- The Study Abroad Office will communicate with the Office of the Bursar the program fee amount, the OVST course the fee is connected to, and the account number in which the program fee needs to be deposited. **Program fees communicated to the Office of the Bursar cannot be changed.**
- After a student confirms their acceptance to a study abroad program, they are administratively registered into the OVST course affiliated with the program. The OVST course is arranged by the Study Abroad Office and will be in addition to the credit-bearing departmental course associated with the study abroad program. If the OVST course has a program fee connected to it, the fee will be charged to the student's bursar account. Charges are placed on the students' accounts on the following dates\*:
  - Fall programs – August 1
  - Spring programs – November 23
  - Summer programs – April 23

\*Students who are registered into an OVST course after one of these dates are charged the fee the day after they are registered into the course (e.g. a student who will be participating on a summer study abroad program that is registered into an OVST course after April 23<sup>rd</sup> will be charged the fees connected to the OVST course the day after they are registered into the course.)

Although charges are placed on students' accounts according to the dates above, bills are first sent to students about three weeks later, and the first payment due date will fall on the 10<sup>th</sup> of the month following the start of the term. In case a student asks, payments are due following the Office of the Bursar's [Billing & Due Date Calendar](#).

As a reminder, **when students pay their bills does not affect when you can access these funds.**

Departments receive the funds from the program fee for students who are registered in an OVST course and have been charged the program fee the day after an [SIS accounting feed date](#) (except the accounting feed dates before a new term [July, December, and April] – these transactions are delayed about 15 days after the accounting feed date). Summer is treated as one term. **If you have any questions about accessing funds please consult your fiscal officer.**

### **Pre-Payment (Deposit)**

If a study abroad program has a program fee of \$500 or more the program director has the option of requiring students to submit a \$500 pre-payment. A pre-payment is \$500 of the program fee which students are required to pay before the program fee is due. The pre-payment amount is standard across all programs and cannot be changed.

The pre-payment is due on the following dates:

- Programs running during the fall term (including AY) = 1st Tuesday in August
- Programs running during the spring term (including winter break) = 1st Tuesday in December
- Programs running during the summer 1 & 2 terms = 2<sup>nd</sup> Tuesday in April

**Students confirm their participation to a program via [this](#) iAbroad form. Upon doing this they are responsible for the entire program costs.** This typically occurs 1-2 weeks after acceptance into the program. It is this confirmation form that ensures the student's commitment financially and academically to your program.

Students who confirm their acceptance to the program will be instructed to submit the \$500 pre-payment using <https://pay.iupui.edu/default.aspx>. The Study Abroad Office, in conjunction with the Office of the Bursar, will track the \$500 payments and indicate who has paid their pre-payment via iAbroad.

**Your department will receive the funds from the pre-payment and the balance of the program fee at the same time.** It's likely that program expenses will need to be paid before your department receives the pre-payment and program fee. However, the IUPUI Budget Office has indicated that you should be able to access departmental funds to cover program expenses before the program fee funds are deposited into your department's account. Please consult with your fiscal officer on determining whether or not a deposit makes sense for your program and department.

**Important things to remember:**

- Program fees must be submitted to the Study Abroad Office by the appropriate deadline; once submitted to the bursar, fees cannot be changed.
- To charge a student the program fee, they must be registered into the OVST course affiliated with the program.
- A student must confirm their acceptance into a program through this [iAbroad form](#) before the Study Abroad Office will register the student into the OVST course.
- Once a student is registered into an OVST course, the soonest the program fee will be transferred to the department is shortly after the next [SIS accounting feed date](#).
- The funds from the optional \$500 student pre-payment will not arrive in your department's account any earlier than the rest of the program fee.