

## Faculty-led Study Abroad Fees, Program Budgets and Agreements

### STUDY ABROAD FEES

UA Study Abroad assesses a per-student fee that is built into the program budget and billed at the time of full program billing in line with the Bursar's deadlines for each term. The fee varies as follows:

\$150/student for short-term programs (e.g. Spring Break or Winter Session)

\$600/student for standard programs (e.g. Summer Session)

\$1,200/student for hybrid programs (e.g. has an exchange component)

\$1,500/student for long-term programs (e.g. Summer or Semester sessions)

Students participating in study abroad programs are not billed the standard tuition calculations through the Bursar's office. Rather, the Study Abroad fee is billed as tuition, along with other TUIT-applicable budget line items specific to the study abroad program.

### PROGRAM BUDGETS

Budgets are built at various enrollment breakouts to determine a realistic price at which to advertise the program. Along with the Study Abroad program fee, the following expenses are also considered in building the budgets:

- Department Fee, see here for [SASE Compensation Policies](#)
- International health insurance for participating students (UA faculty, GTA's, and DCC Volunteers are covered under the state's ACE plan)
- 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 costs such as airfare, per diem, lodging, salary, ERE, etc.
- Administrative Service Charge – a 1% fee assessed by central administration on program expenses, exclusive of the study abroad fee and department fee

The budget may be modified up until the application deadline, at which point, no further adjustments are made that would result in an increase to the advertised price. Final program budgets used for billing are due at the student 50% liability deadline for the corresponding program. See here for [SASE Billing and Withdrawal Policies](#).



## **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.

The Program Manager for Study Abroad Budgets and Contracts assigned to work on your program will assist you with drafting and negotiating 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. Your Program Manager also sits on the UA Global International Partnerships team. More information about IMOA's specifically can be found here [Institutional Partnerships](#).

