1. **Program Costs/Student Budgets:** The Center for Global Education is committed to making study abroad affordable for all TU students and has adopted policies and practices that ensure affordability. Students preparing to study abroad will be advised by staff in the CGE about the costs of studying abroad and related travel and living expenses so that students can accurately anticipate their financial needs for the semester abroad. Templates of program budgets are available on the CGE website for most programs. Students are required to have a final advising meeting with a CGE staff member prior to their departure from campus to create a budget specific to that student's situation; failure to come to the meeting may impact a student’s ability to access his or her financial aid for the study abroad program and result in the CGE withdrawing approval of his or her study abroad application.

2. **Tuition:** Students participating in an approved study abroad program will pay their regular TU tuition and will be responsible for expenses that exceed TU tuition. The CGE will pay the program fees directly to the program provider/host university, and students will pay to TU their regular tuition and any expenses that exceed regular tuition. For programs for which fees are less than TU tuition, TU will pay the foreign tuition, housing, and excursions directly related to the academic program. For some programs, meals and insurance are also included. For programs that exceed TU tuition, students will be charged the additional fees. Students are responsible for expenses that are not part of the advertised program fee, including international airfare, personal expenses, ground travel, optional excursions, deposits, application fees, entertainment, visa and passport fees, and upgrades in housing or meal plans. All approved students will be enrolled in a Global Assistance Program that includes accident, illness and travel insurance coverage provided by On Call for the duration of their program at no additional expense.

Students who are participating in an approved exchange, University Studies Abroad Consortium (USAC) programs, or other programs that include only tuition and not housing as part of their program fee, will pay the regular TU tuition, and the CGE will issue a stipend in the amount of the estimated housing costs, based on estimates provided by the foreign institution or study abroad provider. This amount will be equivalent to the lowest estimated price for housing at the host institution abroad.

3. **Program cancellation:** If students cancel participation in a program, they are responsible for deposits and expenses already incurred by TU. If for any reason a program is cancelled, CGE will help students to find a suitable program alternative. If students decide not to participate, they will be responsible for deposits and all expenses already incurred by TU.

4. **Financial Aid and Scholarships:** Students studying abroad with approved programs will remain eligible for all of their current financial aid and scholarships. Students must submit an approved CGE budget form to the Office of Financial Aid in order to have financial awards released to cover study abroad expenses. Students may apply multiple financial awards to cover the estimated program expenses, including tuition and related travel and living costs, as approved on their CGE budget form. Students must disclose any additional awards they have received for support of study abroad to the financial aid office, such as travel scholarships provided by the program provider or outside scholarships; failure to disclose these awards may result in the cancellation of a student’s program and disciplinary action per student Code of Conduct. Graduate assistantships have work requirements and so students may not hold an assistantship while they are participating in study abroad, with the exception of Woobank assistantships. Students on Woobank assistantships and fellowships awarded through the Graduate School are required to obtain the written approval of the Dean of the Graduate School to participate in study abroad while they are on a fellowship. Students receiving departmental or athletic scholarships are expected to verify the academic term for which they may apply their scholarship.

5. **Study Abroad Fee:** All students applying to study abroad for a semester, year, or summer term are responsible for a one-time $160 study abroad fee that is charged in addition to application fees required by the study abroad program provider. Students who participate in multiple study abroad programs will not be charged an additional study abroad fee.

This fee should be paid directly to the CGE at the time the student submits his or her application to study abroad. This fee is non-refundable unless the student’s application is denied by the CGE. Students whose application was denied by
the program provider will be refunded their fee minus a $50 processing fee only when the CGE has not successfully identified an alternative study abroad program.

The study abroad fee is an administrative fee to cover services provided by the CGE and includes courier handling of documents that must be submitted to foreign universities, pre and post program events, a commencement stole designating the student as a study abroad alum and other benefits.

6. **Summer Sessions**: Students studying abroad for a summer term will pay TU tuition based on the number of credits taken or the program cost, whichever is greater. The CGE will pay the program fees directly to the program provider/host university, which includes foreign tuition, housing, and excursions directly related to the academic program. For some programs, meals and insurance are also included. Students are responsible for expenses that are not part of the advertised program fee, including international airfare, meals, personal expenses, ground travel, optional excursions, deposits, application fees, entertainment, visa and passport fees, and upgrades in housing plans.

7. **Spring Break/Summer Field Experiences/Internships**: Students participating in any short, credit-bearing, TU approved program will pay TU tuition on the basis of the number of actual credits associated with the program, as per the tuition policies outlined in this document. Students are responsible for all related costs, including but not limited to foreign application fees, airfare, optional tours, damage deposits, student activity or facilities fees, excursions, entertainment, books, ground transportation, additional meals, and personal expenses.

8. **Exchanges**: Exchanges, including the Global Engineering Educational Exchange Consortium (Global E3), are special relationships between TU and specific foreign universities and are intended to promote university wide international cooperation and collaboration. Participating students are responsible for paying the tuition to their home institution and the room/board, and related fees to the hosting institution. CGE will issue a stipend to students that is equivalent to the estimated costs for housing, as provided by the host institution, in order that students may pay housing expenses directly to the host institution/accommodation provider. Students participating in an exchange program will pay their regular TU tuition and will be responsible for paying all related costs, including but not limited to foreign application fees, airfare, visas, room upgrades, and meals at the foreign location, optional tours, damage deposits, student activity or facilities fees, excursions, entertainment, books, ground transportation, and personal expenses, unless otherwise specified by the negotiated billing agreement between TU and the partner university. The CGE will collect a non-refundable deposit from student at the time of their acceptance in the program. The deposit will then be deducted from their TU tuition bill. If students decide not to participate on their program they will forfeit their deposit. The CGE will maintain records to monitor the balance of exchange students with individual exchange institutions.

9. **Presidential Scholars**: Presidential Scholars may apply their entire award, equivalent to current TU tuition plus room and board on campus, to study abroad program fees, room and board abroad. If room and board are not already included in the program fee, students will receive a stipend to cover these costs abroad. If the sum of program tuition, room and board is more than the Presidential Scholar award received on campus, the student will be responsible for the additional cost. Presidential Scholars may study abroad for a maximum of one academic year plus one summer (Presidential Scholarship does not cover summer study abroad).

10. **Tuition Reduction Dependents**: Students who are dependents of a TU employee and receive a tuition reduction benefit may apply their award to one study abroad term only (summer or semester), and will be responsible for additional charges as outlined in this document. Students who receive the tuition reduction benefit and desire to spend more than one term abroad will be responsible for the associated tuition and fees. Students are responsible for all related costs, including but not limited to foreign application fees, airfare, optional tours, damage deposits, student activity or facilities fees, excursions, entertainment, books, ground transportation, and personal expenses.