

The University of Tulsa - Center for Global Education

Financial Policies for Students Participating in Study Abroad

(Approved 10.2.19 by the Academic Management team &
updated by Vice Provost for Global Engagement 2.10.2020 per notations on last page)

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, housing cost abroad and additional expenses. The CGE will pay the program tuition directly to the program provider/ host university, and students will pay to TU their regular tuition and a study abroad fee when applicable (appeal and gold programs). TU will not pay for housing or any other additional fees and expenses including international airfare, personal expenses, ground travel, optional excursions, deposits, application fees, entertainment, visa, passport fees, and housing or meal plans. All approved students will be enrolled in an insurance plan that covers medical and travel emergencies abroad at no additional expense.
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 Student Financial Services 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 Student Financial Services 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 \$200 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 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. *Independent Semester Break/ Field Camp/Internship experiences*: 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, meals, and personal expenses.
8. *Exchanges*: Exchanges, including the Global Engineering Educational Exchange Consortium (Global E3) & Mid American Universities International (MAUI), 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. 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, housing, 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 award to an approved study abroad program. If students are applying to an appeal or gold program, additional study abroad fees may apply. 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. If students are applying to an appeal or gold program, additional study abroad fees may apply. 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.

Item 2 – vocabulary updated to include appeal and gold programs.

Item 4 – updated name of office to Student Financial Services.

Items 9 & 10 – clarified “to an appeal or gold program.”

2/10/2020