



Learning Abroad Center

Custom Programs Information Form

The following information is required in order for the Learning Abroad Center to complete a *Letter of Understanding*, course registration, and billing procedures. Please complete this form and return it to your Learning Abroad Center contact six months prior to the start of your program.

Program Title: _____

Departure Date: _____

Return Date: _____

Name of Instructor/Program Leader _____

Instructor/Program Leader's Employee Number _____

Dept. & Course #	Title	Undergraduate Level Credits*	Graduate Level Credits**	Grade Base
DHA 5196 (example)	Fashion Study in London & Paris (example)	3 (example)	3 (example)	A/F (example)

* If program participants want to use financial aid, they must meet financial aid credit requirements for the term they will study abroad.

** If both undergraduate and graduate level credit is offered, graduate level credit should be assessed a higher fee, based on graduate level tuition, unless a waiver of the graduate credit fees is obtained from the dean of your college.

Course Registration & Credit

In order to obtain the five digit course registration number, the Learning Abroad Center needs to know the course designator, course number, course title, grade base, and the number of credits. If you are not the person who normally establishes courses in your department, please solicit that person's assistance. For a more detailed description of Custom Programs, see the Custom Procedures & Responsibilities handout. The Learning Abroad Center is responsible for obtaining the course registration number in order to suppress the automatic tuition charge to the student. Please indicate the course information in the chart above.

Program Fee, Deposit & Billing

Program Fee

In order to pay the program deposit and remaining balance of the program fee, students will be provided with the *Confirmation and Payment Agreement* form. The form allows us to bill students through the Office of Student Finance. These funds will then be deposited into a departmental account string. In order to do this the Learning Abroad Center will need your billing information. Please note, in order for the revenue to be posted, you must make sure a combo code is set up for this account string.

Revenue

Fund: 1026 Dept ID: _____ Program: _____

CF2: _____ Account: 520299

In order to prepare the necessary financial aid documentation for students, the Learning Abroad Center needs detailed information about your program fee. Please complete the program fee information on the back of this form.

Study abroad program fees *must* include:

- Administrative costs you and/or the department incur while planning and conducting the program. It is assumed the department is absorbing the salary of the faculty leader, or, if the program is overload, the faculty salary and fringe is built into the program fee
- International health insurance for each participant and faculty leader while studying abroad

Study abroad program fees *generally* include:

- Student housing and meals while on the program (usually one or two meals per day are provided)
- Ground transportation, upon arrival, to the program site
- Faculty leader expenses such as housing, meals, and international travel
- Any additional costs due to graduate level credit received by the student

Undergraduate Credit Program Fee: \$_____

Graduate Credit Program Fee (if different): \$_____

Program Deposit: \$_____

Program deposits will be billed to students' accounts approximately three weeks after the Learning Abroad Center has received all application forms.

By what date will you need the revenue from the students' deposits for program-related expenses? _____

By what date will you need the remaining revenue from program fees? _____

Please provide an estimate (or actual amount, if available) of the individual student expenses, and indicate if the expense is included in the program fee. This information is required in order for a student to receive financial aid. If you are working with a program provider (e.g. IES), they may be able to assist you in obtaining this information.

		Is it included in the program fee?	
		Yes	No
Airfare	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Housing	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Meals—included in program fee	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Meals—not included in program fee	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Ground transportation	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Excursions/entrance fees	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Visa fees	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Texts and materials	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
International health insurance	\$ <u>\$36.00/month</u>	<input type="checkbox"/>	<input type="checkbox"/>
Immunizations	\$_____	<input type="checkbox"/>	<input type="checkbox"/>
Essential Daily Living Expenses	\$_____	<input type="checkbox"/>	<input type="checkbox"/>

Please note, students studying abroad do not pay University of Minnesota service fees, including Boynton health insurance.

Non-University of Minnesota Students

Will non-University of Minnesota students be allowed to participate on your study abroad program?

Yes No

If yes, will the non-University of Minnesota students be assessed an additional fee?

Yes No

If yes, how much will you charge for the additional fee?

\$_____

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