

SACL

Education Abroad Expense Form

Purpose of Form

This form is used to determine your estimated cost for a study abroad program that is either a UVA exchange program or an outside program.

- All costs estimated must have an attached document from a third party source (screenshots, receipts, or brochures).
- Do not submit this form if you are traveling on a UVA program, with the exception of UVA in Italy: Siena and UVA in Shanghai: Fudan University.
- If you are studying abroad for multiple semesters, you will need to submit an expense form for each semester.

Explanation of Costs

Tuition and Fees

This cost is determined by the program type. For a UVA exchange program, you pay UVA tuition and fees. UVA tuition and fees are found here: <http://sfs.virginia.edu/cost/16-17>. For an outside program, you pay the program's tuition and fees. Outside program tuition and fees are found on the program's website or brochure.

Books and Supplies

This cost may appear on the program's website or program brochure. If you cannot locate it, use the UVA estimate for books and supplies for your term of study found here: <http://sfs.virginia.edu/cost/16-17>.

Room/Accommodation (include utilities)

This cost is usually estimated on your program's website or brochure. Be sure to include utilities in the estimate if they are not already included for you. Ensure that you include the full cost of housing (and utilities) for the entire term of study. If you do not know your housing placement, you may use the UVA estimate for room found here: <http://sfs.virginia.edu/cost/16-17>. You may update our office with official documentation after your program confirms your room assignment.

Board/Meals (not already included in program cost)

This cost may be found on your program's website or brochure. If not, then this cost may be estimated using the U.S. Department of State's foreign per diem rate located at https://aoprals.state.gov/web920/per_diem.asp. To determine the allowable cost for board/meals that are not included in the program fees, search for the country where you will be studying and find the "M & IE Rate" (Meals and Incidental Expense) on the chart provided. Multiply the M & IE rate by 17% to calculate the allowable per diem rate. Then multiply the allowable rate by the number of days for which you will be responsible for meals.

If you receive some meals through a homestay or program provider, then you will need to calculate only the missing meals via the per diem estimate. For example, if your homestay provides breakfast and dinner, then you will need to build a meal budget including one meal per day which is 17% of the per diem amount divided by three.

Airline Tickets

You may submit a receipt or a screenshot of a price quote for a **coach** flight from your nearest major airport. If you have not purchased your ticket and submit a price quote—ensure the screenshot is a 'flight search' that shows several flight costs.

SACL

Education Abroad Expense Form

Explanation of Costs Continued

Transportation to and from Airports

This cost captures transportation to and from airports both stateside and abroad. You may submit screenshots of local transport (bus/train). If you plan to drive to the airport, you may estimate your gas cost from your home to the nearest major airport.

Local Transportation

This cost should be found on your program's website. If not, then you may use the travel allowance for in-state Virginians for your term of study found here: <http://sfs.virginia.edu/cost/16-17>.

Personal Expenses

This cost contains expenses such as toiletries, cell phone, and miscellaneous living expenses. Do not include utility expenses in this field. If you cannot locate this expense on your program's website or brochure, use the UVA estimate for personal expenses for your term of study found here: <http://sfs.virginia.edu/cost/16-17>.

Program Provider Application Fees (not included in tuition and fees)

If your program provider requires a separate application fee, ensure you submit documentation (such as a screenshot) that shows the application fee is not included in the program's tuition and fees. If your program requires a deposit to hold your spot in the program, you should include the deposit in the tuition and fees section on this form.

Transcripts (not included in Tuition)

Many transcript costs are included in the program's tuition and fees; use this field if there is an additional transcript cost. A screenshot or copy of a program brochure documenting this cost must be included.

Passport and Visa

You may submit receipts of purchase or screenshots confirming the costs of passport and visa expenses.

Luggage (baggage fees not applicable)

If you purchase luggage for your study abroad program then you must submit a receipt for luggage purchased; this amount is not to exceed \$250. Checked baggage fees may not be included since the first checked bag on international flights are exempt from fees.

Insurance (ex. CISI)

This cost may be included in your program's tuition and fees. If not, submit documentation that shows the cost of your international/emergency insurance (for example, Cultural Insurance Services International (CISI)). This also includes any immunizations that are needed for your travel.

UVA Study Abroad Administrative Fee

The Study Abroad Administrative Fee is \$400 and is applicable to all outside programs. This fee is not charged to students who are on a UVA or exchange programs. You can confirm whether this fee applies to you by looking at your chosen program's brochure page on the ISO Education Abroad website.

SACL Education Abroad Expense Form

Student's University ID: - or SIS ID:

Student's Full Name: _____
(LEGAL NAME – PRINT) first middle last

Study Abroad Institution and Program Name (As titled on ISO application)		URL	
Country/Countries		City/Cities	
Type of Study Abroad Program	<input type="checkbox"/> Exchange	<input type="checkbox"/> Outside	Term <input type="checkbox"/> Fall 2016 <input type="checkbox"/> J-Term 2017 <input type="checkbox"/> Spring 2017 <input type="checkbox"/> Summer 2017
Class Start and End Dates (MM, DD, YYYY)	from _____, _____, _____ to _____, _____, _____	Submit documentation indicating start date <input type="checkbox"/> Yes	
Have you received scholarships or other awards from your program sponsor? If so, submit documentation detailing the amount.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Study Abroad Itemized Costs	Amount	Attached documents?	For official use
Tuition and Fees		<input type="checkbox"/> Yes	
Books and Supplies		<input type="checkbox"/> Yes	
Room/Accommodation (include utilities)		<input type="checkbox"/> Yes	
Board/Meals (not already included in program cost)		<input type="checkbox"/> Yes	
Airline Tickets		<input type="checkbox"/> Yes	
Transportation to and from Airports		<input type="checkbox"/> Yes	
Local Transportation		<input type="checkbox"/> Yes	
Personal Expenses		<input type="checkbox"/> Yes	
Program Provider Application Fees (not included in tuition and fees)		<input type="checkbox"/> Yes	
Transcripts (not included in tuition)		<input type="checkbox"/> Yes	
Passport and Visa		<input type="checkbox"/> Yes	
Luggage(baggage fees not applicable)		<input type="checkbox"/> Yes	
Insurance (ex. CISI)		<input type="checkbox"/> Yes	
UVA Study Abroad Administrative Fee (if applicable)			
UVA Study Abroad Application Fee	\$90		
TOTAL ESTIMATED COST			

An Expense Form without attached third party documentation will not be processed.