

SACL

Education Abroad Expense Form 2018-2019

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 or UVA in Shanghai: Fudan University, or UVA's McIntire 3rd-year core program.
- If you are studying abroad for multiple semesters, you will need to submit an expense form for each semester.
- If your program includes the \$500 Study Abroad Administrative Fee, SFS automatically adds it to your budget.

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 for your academic level. 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 is usually estimated on the program's website or program brochure.

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 your intended housing placement (and utilities) for the entire term of study. You may update our office with official documentation if your housing placement changes.

Board/Meals (not already included in program cost)

This cost is usually estimated on your program's website or brochure. If you receive some meals through a homestay or program provider, then you will need to include only the meals not included.

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
2018-2019**

Explanation of Costs Continued

Transportation to and from Airports

\$100 for this cost is automatically included in your budget.

Local Transportation

This cost should be found on your program's website.

Personal Expenses

This cost contains expenses such as toiletries, cell phone, and miscellaneous living expenses. Do not include utility expenses in this field.

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

Typically this fee is applied to the bill for the program's tuition and fees— use this field only if there is an additional application cost. Ensure that you submit documentation (such as a screenshot) that lists any program provider application fees that are not included in the program's tuition and fees.

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

Include the cost of all mandatory insurance policies, unless the cost is included in your program's tuition and fees. . The cost for UVA's CISI insurance policy is here: <http://educationabroad.virginia.edu/insurance>; the cost for other required insurance is usually found on your program's website. This also includes any immunizations that are needed for your travel.

UVA Study Abroad Administrative Fee

If your program includes the \$500 Study Abroad Administrative Fee, SFS automatically adds it to your budget.

SACL

**Education Abroad Expense Form
2018-2019**

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	<input type="checkbox"/> J-Term	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Program 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	\$100	<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	
Passport and Visa		<input type="checkbox"/> Yes	
Luggage(baggage fees not applicable)		<input type="checkbox"/> Yes	
Insurance (ex. CISI)		<input type="checkbox"/> Yes	
TOTAL ESTIMATED COST			

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