Study Abroad Program Planning Worksheet

Faculty wishing to lead study abroad programs should complete this page and return it to the Study Abroad Center along with the Program Proposal form. Faculty transportation, lodging and per diem are paid for by program students as part of the cost budgeted for the program. It is important that the minimum number of students be signed up for the program by the enrollment deadline; otherwise, the program will have to be cancelled.

Program Name:

on weekdays or class days only

Instructor:	
Number of students proposed: Minimum	Maximum
travel that will be included in the program (day be from a different location than the one where	at) is available for download from the SAC website
Departure & Re-entry Items	
Airfare/bus/ other transportation	
Departure on or about:	Return on or about:
From:	From:
То:	To:
Routing Preference:	
(Example: direct flight- no layovers, 1 layover ol Thursday.	k, etc.). Note that air travel is less expensive Monday-
Common Budget Items:	
Transfers from point of arrival to initial lodging: / other	assisted coach transfer/public transportation: taxi / bus
Lodging: home stays/ hotels / youth hostels / un	niversity rooms / flats
In country travel for group: Coach / train / bus or subway / other	

SAC Administrative fee (\$150) should be included in all program budgets. This helps to cover administrative costs, promotional expenses, materials for orientations, etc. Students remit this amount as the first program payment, along with the Study Abroad program application.

Meals (if included in the program): one meal per day / two meals per day / three meals per day / meals

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Contingency Charge: All program budgets will include a per-capita charge of 10% of the student cost. These funds will be held in reserve in case of emergency or currency fluctuation. After program monies are reconciled, any amount greater than \$50 will be refunded to the students.

Methods of Payment

When and how do program providers (airlines, host universities, hotels, tour organizers) require program payments? Are there deposits required? **Funds must be collected from students early enough to account for these.** Payment deadlines will be arranged in cooperation with Faculty leaders.

Possible Promotion Plan

Direct mass email; SAC class presentations to large sections; faculty class presentations; brochures or flyers; Fall and Spring Study Abroad Faculty Led fairs.