



# Study Abroad Program Planning Worksheet

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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.