Submitting an Education Abroad Financial Estimate Worksheet when participating in multiple programs during the same term
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1 Enter in your information

Enter your CWID, College, Term Abroad, and Year Abroad into the worksheet

<table>
<thead>
<tr>
<th>Student CWID:</th>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type a value</td>
<td>Select on item</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Abroad:</th>
<th>Year Abroad:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select on item</td>
<td>Select on item</td>
</tr>
</tbody>
</table>

This Education Abroad financial estimate worksheet is for students that are planning on using aid for their study abroad. Determine the estimated amount of aid that will be available to you for your study abroad term. Please allow three week review. Note: Estimated funds, as determined by this worksheet, will be dispersed at the routine disbursement dates.
2 Click "Get Started"

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Education Abroad Financial Estimate Worksheet

This Education Abroad financial estimate worksheet is for students that are planning on using aid for their study abroad. Determine the estimated amount of aid that will be available to you for your study abroad term. Please allow three weeks for review. Note: Estimated funds, as determined by this worksheet, will be dispersed at the routine disbursement dates determined by your college.

STUDENT CWID: ____________________________
COLLEGE: ____________________________
TERM ABROAD: ____________________________
YEAR ABROAD: ____________________________

Get Started
3 Click "Add"

Under the "Study Abroad Program" section, click the "Add" button.
4 Enter your program name

Enter the name of your program.
For this example, I entered the "AIFS Abroad in Athens" program.
Enter your planned number of credit hours abroad

Enter in the amount of credit hours you plan on taking through your program abroad.

**STUDY ABROAD PROGRAM NAME:** AIFS Abroad in Athens

**TERM ABROAD:** Summer

**YEAR:** 2024

**PLANNED CREDIT HOURS ABROAD:** 12

**PROGRAM TYPE:** Select an item
Select the type of program you will be participating in. For this example, I selected "Affiliate".
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7 Click "Create"

<table>
<thead>
<tr>
<th>YEAR:</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNED CREDIT HOURS ABROAD</td>
<td>12</td>
</tr>
<tr>
<td>PROGRAM TYPE:</td>
<td>Affiliate</td>
</tr>
</tbody>
</table>

[Image of a user clicking the "Create" button]
8 Select "Add" to add your other program

Once you've added your first program, you can add your second one by clicking on the "Add" button again.

Please click the add button to add each study abroad program you plan on participating in abroad during the aid term selected.
9 Enter the name of your program

Make sure that you include the FULL NAME of your program. If you are unsure what the name of your program is, you can look in your Education Abroad application.
Enter your planned hours

Enter the amount of credit hours you plan on taking while abroad. This information can be found on your program’s brochure page.
Select your program type

Select the type of program you’ll be participating in. For this example, it will be Faculty-led.
12. Click "Create"
Select whether or not you will be taking any courses on-campus or virtually through UA during the same term you will be abroad

This includes any online or on-campus UA courses that you will be taking at any point during the same term as your program abroad, even if the dates do not conflict. For example, the Summer term includes Summer 1, Summer 2, and the May interim. So, any UA online or on-campus courses taken at any point during the same term as your study abroad courses should be documented here.

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>TERM ABROAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA in Oxford</td>
<td>Summer</td>
</tr>
</tbody>
</table>

Count: 1

Please click the add button to add each study abroad program you plan on participating in abroad during the aid term selected.

ARE YOU TAKING ANY COURSES ON-CAMPUS OR VIRTUALLY THROUGH THE UNIVERSITY OF ALABAMA DURING YOUR TERM ABROAD?:

- [ ] Yes
- [x] No

WHICH TYPES OF AID ARE YOU PLANNING ON USING:

- [ ] Financial Aid (Loans and Pell Grant)
- [ ] PACT
- [ ] Federal GI Bill Benefits / VMA
- [ ] Alabama State GI Bill Benefits
- [ ] Undergraduate Scholarships
- [ ] Faculty / Staff Tuition Grant
- [ ] Other: (to be filled in)

You have selected a faculty-led program. Please attach summarized cost and payment sheet that is found in your study abroad application.
Select the types of aid you plan on using for your program

Select all that apply.
If you choose other, please specify the aid in the comments section at the bottom of the worksheet.

<table>
<thead>
<tr>
<th>Term Abroad</th>
<th>Year</th>
<th>Planned Credit Hours Abroad</th>
<th>Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>2004</td>
<td>6</td>
<td>Prof</td>
</tr>
</tbody>
</table>

If you plan on participating in abroad

**Which types of aid are you planning on using for study abroad? Check all that apply:**

- Financial Aid (Loans and Pell Grant): □
- FAFSA: □
- Federal GL Bill Benefits / VITAS □
- Alabama State GL Bill Benefits: □
- Undergraduate Scholarships: □
- Faculty / Staff Tuition Grant: □
- Other: □

**Attach summarized cost and payment sheet that is found in your study abroad application**
15 **Complete your budget**

All non Faculty-led programs require a budget to be completed.

Please add supporting documentation i.e. a summarized cost and payment sheet for a faculty-led program or a budget example from your previous study abroad.

**NON FACULTY-LED PROGRAMS REQUIRE THE BELOW BUDGET TO BE COMPLETED**

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>TERM ABROAD</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIFS Abroad in Athens</td>
<td>Summer</td>
<td>2024</td>
</tr>
</tbody>
</table>
Select your program

Click on the program you added to your worksheet.

- Please add supporting documentation i.e. a summarized cost and payment sheet for a faculty-led program or a budget example from your pr

**NON FACULTY-LED PROGRAMS REQUIRE THE BELOW BUDGET TO BE COMPLETED**

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>TERM ABROAD</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIFS Abroad in Athens</td>
<td>Summer</td>
<td>2024</td>
</tr>
</tbody>
</table>

Add Comments here

Submit
17 Click "Open Budget"

Select the "Open Budget" button to get started on your budget.

Please add supporting documentation i.e. a summarized cost and payment sheet for a faculty-led program or a budget example from your program.

**NON FACULTY-LED PROGRAMS REQUIRE THE BELOW BUDGET TO BE COMPLETED**

**BUDGET**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Term Abroad</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIFS Abroad in Athens</td>
<td>Summer</td>
<td>2024</td>
</tr>
</tbody>
</table>
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18 Fill in your Budget

Input the correct amounts for each line item on the budget.
Utilize the currency converter in the corner if necessary.
Some line items will be rough estimations, which is fine, while others will be exact amounts detailed in your program provider's budget.

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>STUDENT ESTIMATED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ONLY U.S. DOLLAR AMOUNTS</td>
</tr>
<tr>
<td></td>
<td>Click for Currency Converter</td>
</tr>
</tbody>
</table>

**BILLABLE PROGRAM COSTS (USC)**

- Tuition
- Program Fee
- Accommodations
- Meals
- On-Site Study Abroad Fee
- Insurance

**NON-BILLABLE COSTS**

- Passport
- Visa
- Airfare
- Textbooks / Supplies
- Gifts / Souvenirs
- Cell Phone
- Transportation
- Spending Money
- Travel Money

Get example from your provider or institution.
19 **Click "Create"**

Once complete, you can create your budget.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXTBOOKS / SUPPLIES</td>
<td>$1.00</td>
</tr>
<tr>
<td>GIFTS / SOUVENIRS</td>
<td>$1.00</td>
</tr>
<tr>
<td>CELL PHONE</td>
<td>$1.00</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>$1.00</td>
</tr>
<tr>
<td>SPENDING MONEY</td>
<td>$1.00</td>
</tr>
<tr>
<td>TRAVEL MONEY</td>
<td>$1.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $16.00
Notice how the "Student Budget Complete" section is now green with "Yes".

<table>
<thead>
<tr>
<th>URS</th>
<th>Program Type</th>
<th>Student Budget Complete</th>
<th>Student Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliate</td>
<td>Yes</td>
<td>$16.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $16.00
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21 Upload a copy of the Summarized Cost and Payment Sheet from your Faculty-led application

Because this is a Faculty-led program, you'll need to upload a copy of the Summarized Cost and Payment sheet found in your Faculty-led program application.

You have selected a faculty-led program, please attach summarized cost and payment sheet that is found in your study abroad application.

Supporting documentation:
- Add
- Delete

Please add supporting documentation (e.g., a summarized cost and payment sheet for a faculty-led program or a budget example from your provider).
Once you have filled out all of the information, you can click "Submit".

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>TERM ABROAD</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIFS Abroad in Athens</td>
<td>Summer</td>
<td>2020</td>
</tr>
</tbody>
</table>

Add Comments here

Submit