

SECTION 1. BILLABLE PROGRAM COSTS (in USD)	AMOUNT
a. Tuition	
b. Program Fee	
c. Accommodations	
d. Meals (some meals may be included in program fee)	
e. Education Abroad Course Reg. Fee (included in program fee for faculty-led, \$200 all others)	
f. Education Abroad Insurance (\$275/exchange semester, \$220/affiliate semester or \$55/summer, included in program fee for faculty-led)	
NON-BILLABLE COSTS	
g. Passport (approximately \$165)	
h. Visa (varies by country, consult host country's embassy)	
i. Airfare	
j. Textbooks and Supplies	
k. Gifts/Souvenirs	
l. Cell Phone	
m. Local Transportation (may be included in program fee, check program details)	
n. Spending Money (i.e. toiletries, snacks, laundry)	
o. Travel Money (for travel and excursions)	
p. Other	
Total Program Cost	

SECTION 2. SCHOLARSHIPS AND AID (in USD)	
a. Undergraduate Scholarship Money (i.e., Presidential, National Merit, etc.)	
b. Education Abroad Scholarship(s)	
c. Additional Scholarships:	
d. Anticipated Federal Financial Aid	
e. Other (if applicable, please indicate the funding source)	
Total Scholarships and Aid	

SECTION 1 – SECTION 2 = TOTAL (funds needed or remaining)	

REQUIRED FOR ALL FINANCIAL AID STUDENTS (except faculty-led):

1. Complete this form using actual cost information from your program provider or host institution.
2. Request an official study budget by submitting this completed form to your Education Abroad Advisor via e-mail after UA endorsement for your program. You **MUST** include in your e-mail the cost information from your program provider or host institution.
3. Your Education Abroad Advisor will notify you via e-mail when your study budget is ready for pick-up in 144 B.B. Comer Hall.
4. Take the official study budget, signed by your advisor, to the Office of Financial Aid in 106 Student Services where they will process your request.

Note: Submitting a study budget does not guarantee that you will receive Financial Aid. Request for scholarship funds to be applied is a separate process.

STUDENT NAME: _____

CWID: _____ DATE: _____

GUIDELINES FOR INTERACTIVE BUDGET SHEET

Section I: Billable Program Costs

- a. **Tuition:** The sum of money charged for the teaching or instruction associated with the coursework taken abroad. Tuition is sometimes incorporated into the total program fee, but should be separated out for budgeting purposes.
- b. **Program Fee:** This cost can include accommodations, meals, and services in many circumstances. Each program is different in terms of what's included. You can either put one sum in this line or separate it out in the corresponding line items below.
- c. **Accommodations:** Options for accommodations include an apartment, residence hall, homestay, flat, hotel, or other as specified by the program. Dependent upon the program, this may or may not be included in the program fee. Consider accommodations before or after your program as well. Will you need a hotel to stay in upon arrival? Are you staying any additional days after your program is completed? Find estimated costs by country at <http://www.numbeo.com/cost-of-living/>.
- d. **Meals:** Calculate what you might spend on food each month you are abroad. Find estimated costs by country at <http://www.numbeo.com/cost-of-living/>.
- e. **Education Abroad Course Registration Fee:** Each UA student who studies abroad is charged a \$200 fee; this amount is incorporated into the program fee for all faculty-led programs, but will be billed separately for all other programs.
- f. **Education Abroad Insurance:** UA insures all study abroad participants in international travel insurance. Charges are applied based on the type and length of program. [Click here to see the full policy.](#)

Non-Billable Program Costs

- g. **Passport:** Every individual who participates in a study abroad program will need a valid passport. U.S. citizens can find out how to apply for a passport at www.travel.state.gov. Processing time is 4-6 weeks and you can expect to pay \$165 for the passport book. Expediting the service is an additional \$60 and if you would like your passport overnighted (1-2 days), pay a fee of \$18.32 in addition to the fees noted above. See [State Department Fee Website](#) for further details.
- h. **Visa:** The visa needed for entry into a specific country and the fees associated vary greatly and can range in cost. It's best to consult the embassy website for each country you will be visiting.
- i. **Airfare:** Utilize online resources such as [StudentUniverse](#) or [GoogleFlights](#) to estimate airfare costs to and from your destination. Affiliate programs often estimate an airfare cost to your destination on their program fee pages.
- j. **Textbooks and Supplies:** Similar to a semester on campus, this cost can vary based upon the courses you will be taking. Consider the cost you typically spend for these materials.
- k. **Gifts/Souvenirs:** Everyone is different! Estimate based upon your own spending habits.
- l. **Cell Phone:** Research different options for means of communicating while abroad. Perhaps no additional costs will be needed! Some affiliates include this in the program fee.
- m. **Local Transportation:** Will you be utilizing local transportation on a daily basis? Perhaps taking the subway to classes or a tram to work? Research options for getting around in your host country(ies).
- n. **Spending Money:** Each individual will have a different level of daily spending. Consider things like household items and toiletries that you might purchase on a regular basis. What about that cup of coffee each day?
- o. **Travel Money:** Consider different excursions or weekend trips you would like to take. Calculate transportation, museum entrances, hotels, things to do, and additional expenditures.
- p. **Other:** Use www.budgetyourtrip.com to estimate average daily cost of living in your program location.

Section II: Scholarships and Aid

- a. **Undergraduate Scholarship Money:** If you receive undergraduate scholarship money from UA and plan to utilize this funding source during your program, calculate the dollar amount that you will utilize. This is based upon current tuition rates at UA, which can be found at <http://studentaccounts.ua.edu/cost/>. Contact the Scholarships Office (205-348-8201) for applicability.
- b. **Education Abroad Scholarship(s):** If you applied for the EA scholarship or one of our additional Capstone International Scholarships, insert the anticipated amount.

Education Abroad

- c. **Additional Scholarships:** Students who receive additional scholarships for a traditional term on campus may consult the funding source for each scholarship to understand whether or not they can be utilized during a study abroad program. Contact the UA Student Financial Aid office at (205) 348-6756 or go to <https://financialaid.ua.edu/>.
- d. **Anticipated Federal Financial Aid:** Do you receive federal financial aid? If so, this may be adjusted based upon the cost of your study abroad program. Consult a financial aid advisor in 106 Student Services Center.
- e. **Other:** List any additional funds you intend to utilize in payment for your program.