

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

myBama | Mail - Tristan Grammer - Outlook | EA.NewRequest

everest-sf.f.a.ua.edu/Runtime/Runtime/Form/EA.NewRequest/

Education Abroad Finan

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 det

STUDENT CWID: COLLEGE:

TERM ABROAD: YEAR ABROAD:

2 Click "Get Started"

← → ↻ everest-sf.fa.ua.edu/Runtime/Runtime/Form/EA.NewRequest/



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STUDENT CWID:

[Redacted]

COLLEGE:

Arts & Sciences

TERM ABROAD:

Summer

YEAR ABROAD:

2024

Get Started



3 Click "Add"

Under the "Study Abroad Program" section, click the "Add" button.



Education Abroad Finan

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STUDENT CWID: COLLEGE: Arts & Sciences

TERM ABROAD: Summer YEAR ABROAD: 2024

[Update CWID / College](#)

STUDY ABROAD PROGRAM

[+ Add](#)

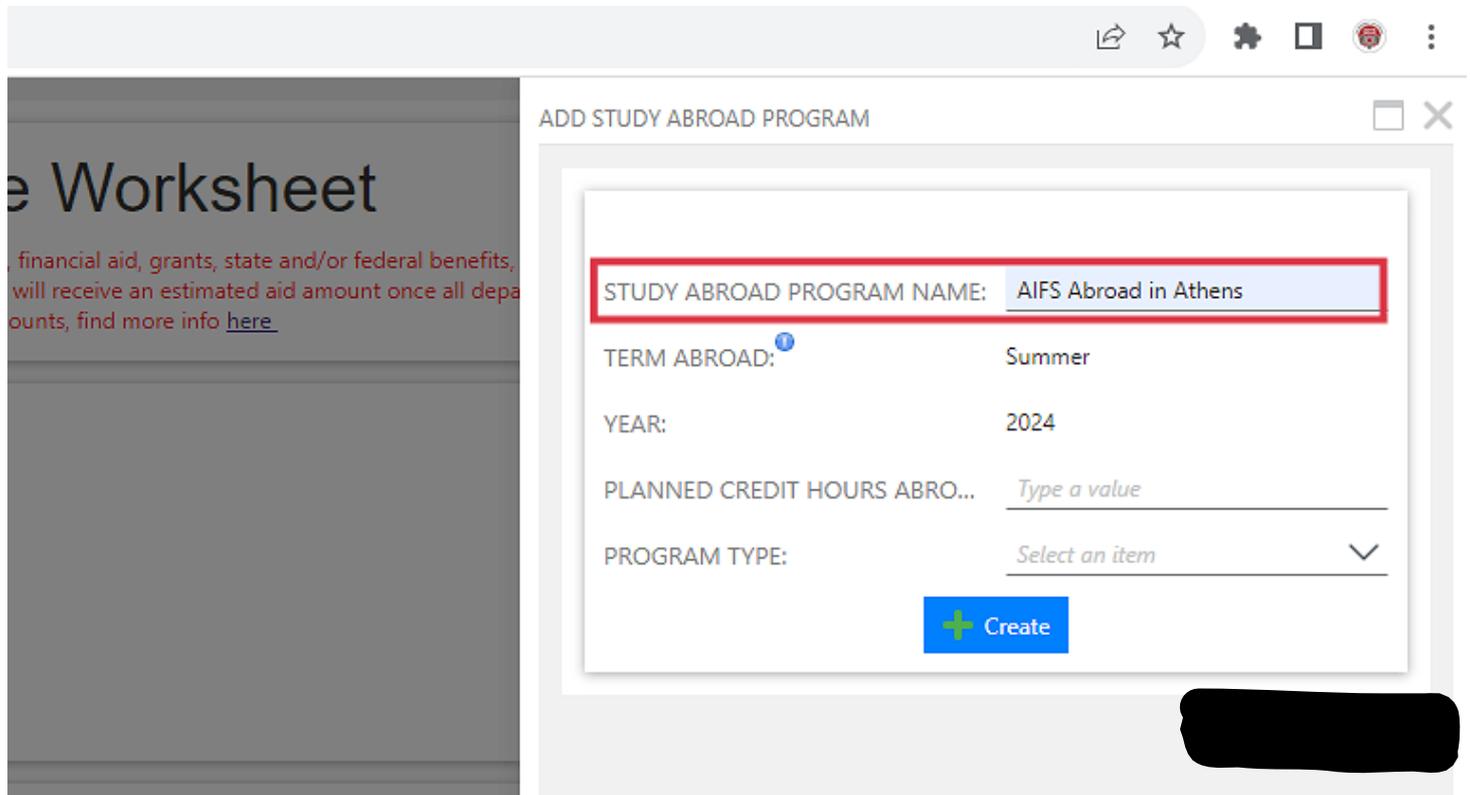
PRO	NAME	TERM ABROAD
No items		
		Count 0

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

4 Enter your program name

Enter the name of your program.

For this example, I entered the "AIFS Abroad in Athens" program.



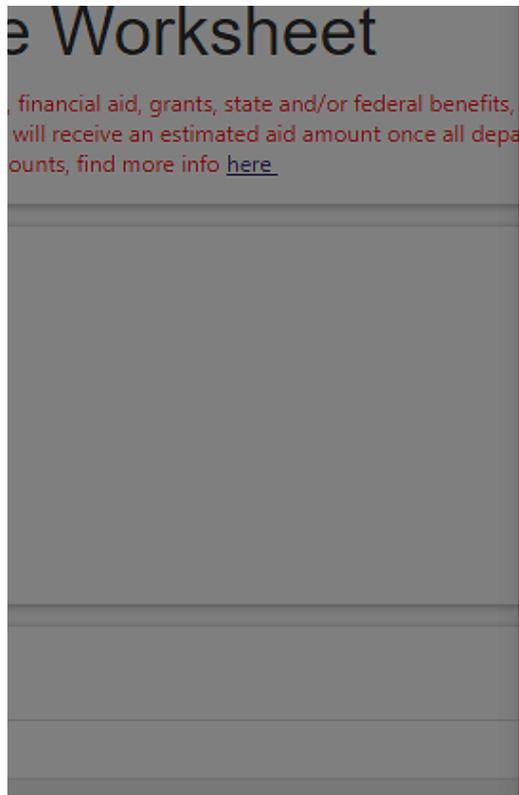
The screenshot shows a web browser window with a form titled "ADD STUDY ABROAD PROGRAM". The form contains the following fields:

- STUDY ABROAD PROGRAM NAME:** AIFS Abroad in Athens (highlighted with a red box)
- TERM ABROAD:** Summer
- YEAR:** 2024
- PLANNED CREDIT HOURS ABRO...** Type a value
- PROGRAM TYPE:** Select an item (dropdown menu)

A blue button with a green plus sign and the text "Create" is located at the bottom of the form. A black redaction mark is visible in the bottom right corner of the browser window.

5 Enter your planned number of credit hours abroad

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



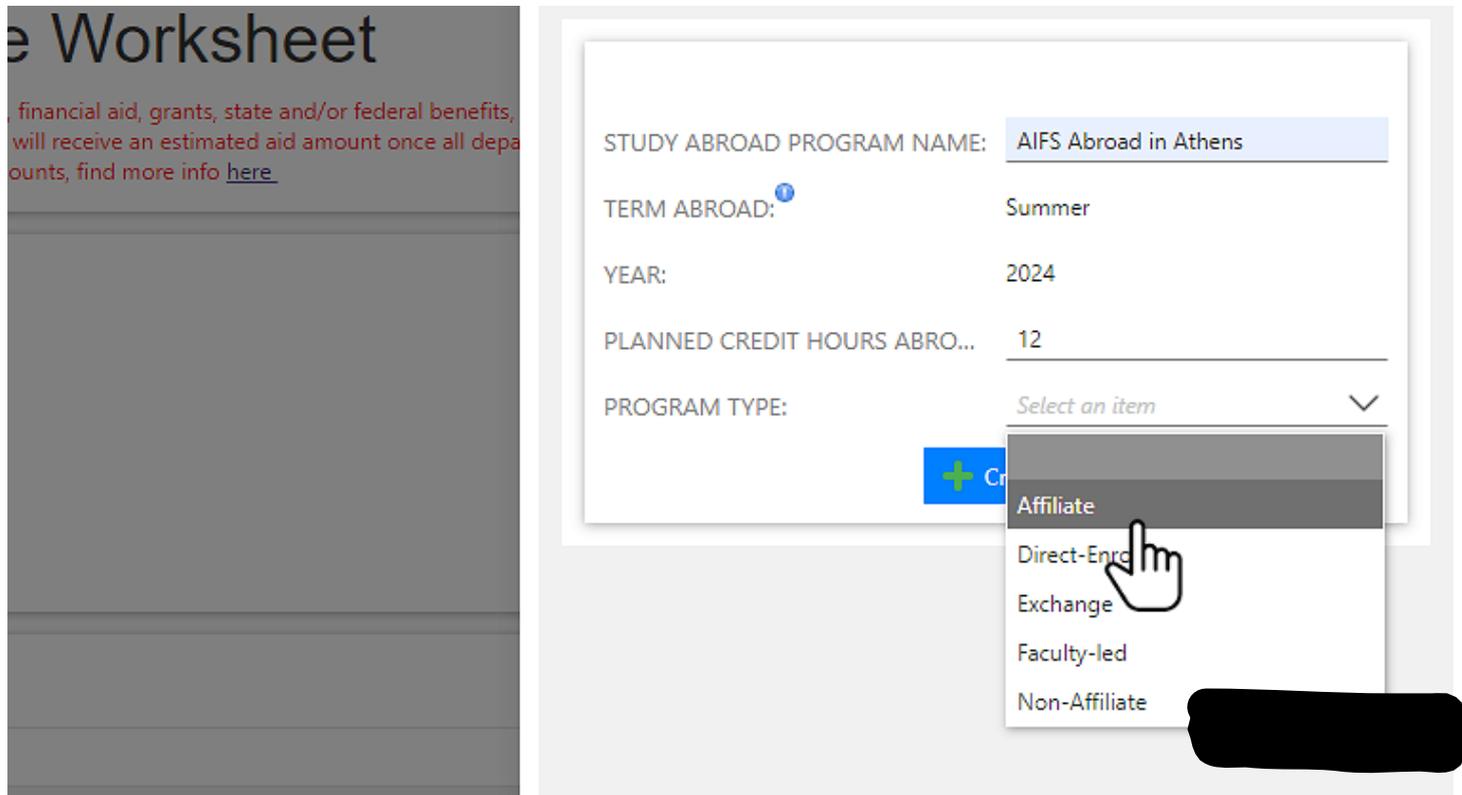
STUDY ABROAD PROGRAM NAME:	AIFS Abroad in Athens
TERM ABROAD:	Summer
YEAR:	2024
PLANNED CREDIT HOURS ABRO...	12
PROGRAM TYPE:	Select an item

[+ Create](#)



6 Select your program type

Select the type of program you will be participating in.
For this example, I selected "Affiliate".



The screenshot shows a portion of the 'Worksheet' interface. On the left, there is a dark grey sidebar with the text 'Worksheet' and a link 'here'. The main content area is a form with the following fields:

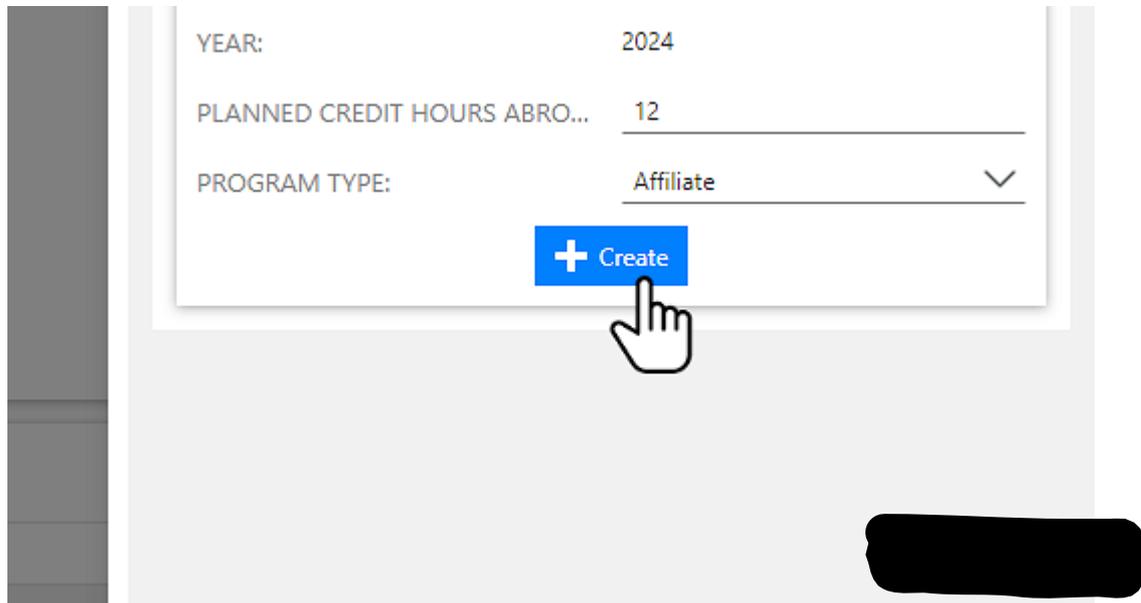
STUDY ABROAD PROGRAM NAME:	AIFS Abroad in Athens
TERM ABROAD:	Summer
YEAR:	2024
PLANNED CREDIT HOURS ABRO...	12
PROGRAM TYPE:	Select an item

The 'PROGRAM TYPE' dropdown menu is open, showing the following options:

- Affiliate
- Direct-Engd
- Exchange
- Faculty-led
- Non-Affiliate

A hand cursor is pointing to the 'Affiliate' option. A black redaction box is visible at the bottom right of the form area.

7 Click "Create"



A screenshot of a web form with the following fields:

- YEAR: 2024
- PLANNED CREDIT HOURS ABRO...: 12
- PROGRAM TYPE: Affiliate (with a dropdown arrow)

Below the fields is a blue button with a white plus sign and the text "Create". A hand cursor icon is pointing at the button. A black redaction mark is visible in the bottom right corner of the screenshot area.

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.

STUDY ABROAD PROGRAM

+ Add

PROGRAM NAME	TERM ABROAD
AIFS Abroad in Athens	Summer
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

No

WHICH TYPES OF AID ARE YOU PLANNING ON USING?

FINANCIAL AID (LOANS AND PELL GRANT):

PACT:

FEDERAL G.I. BILL BENEFITS / VMA:

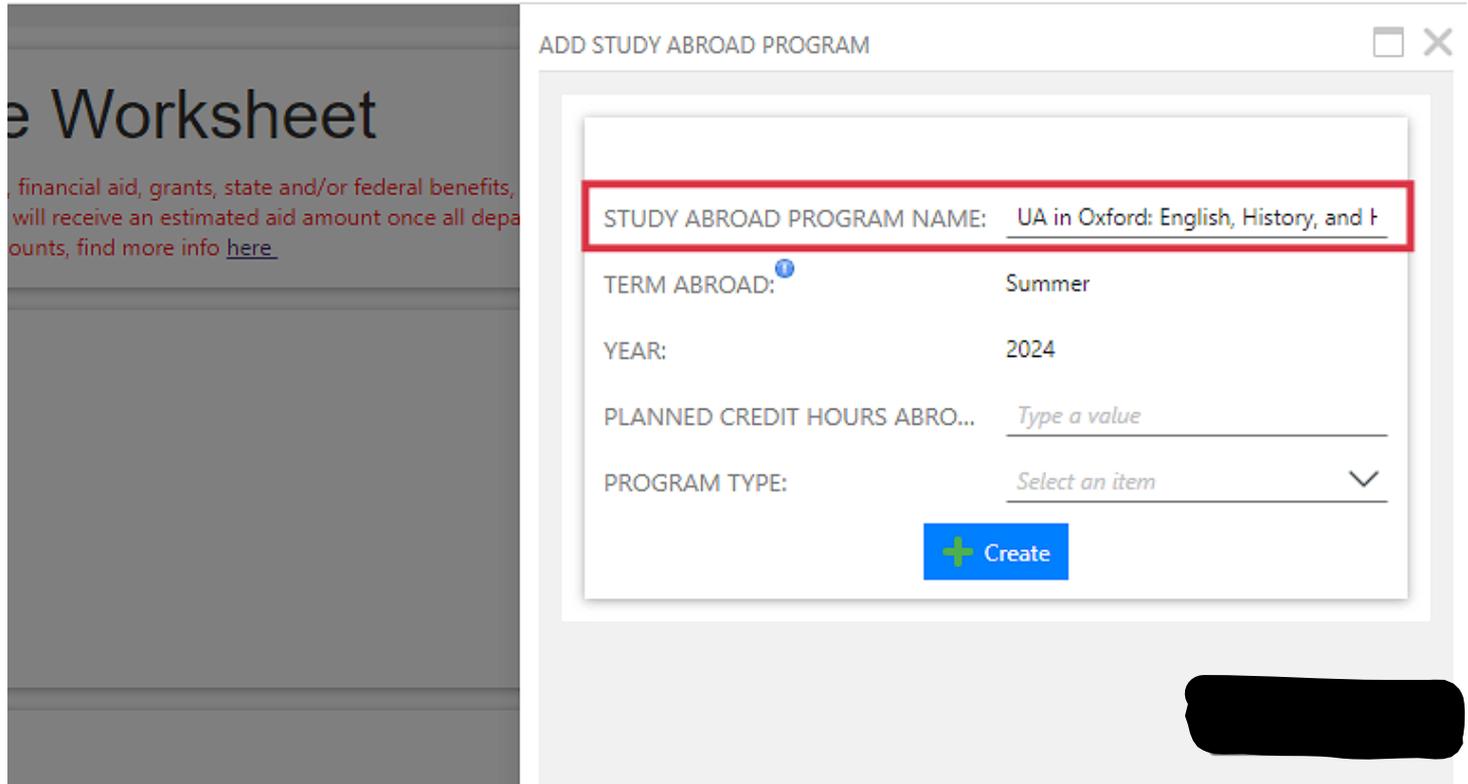
ALABAMA STATE G.I. BILL BENEFITS:

UNDERGRADUATE SCHOLARSHIP:

FACULTY / STAFF TUITION GRANT:

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.



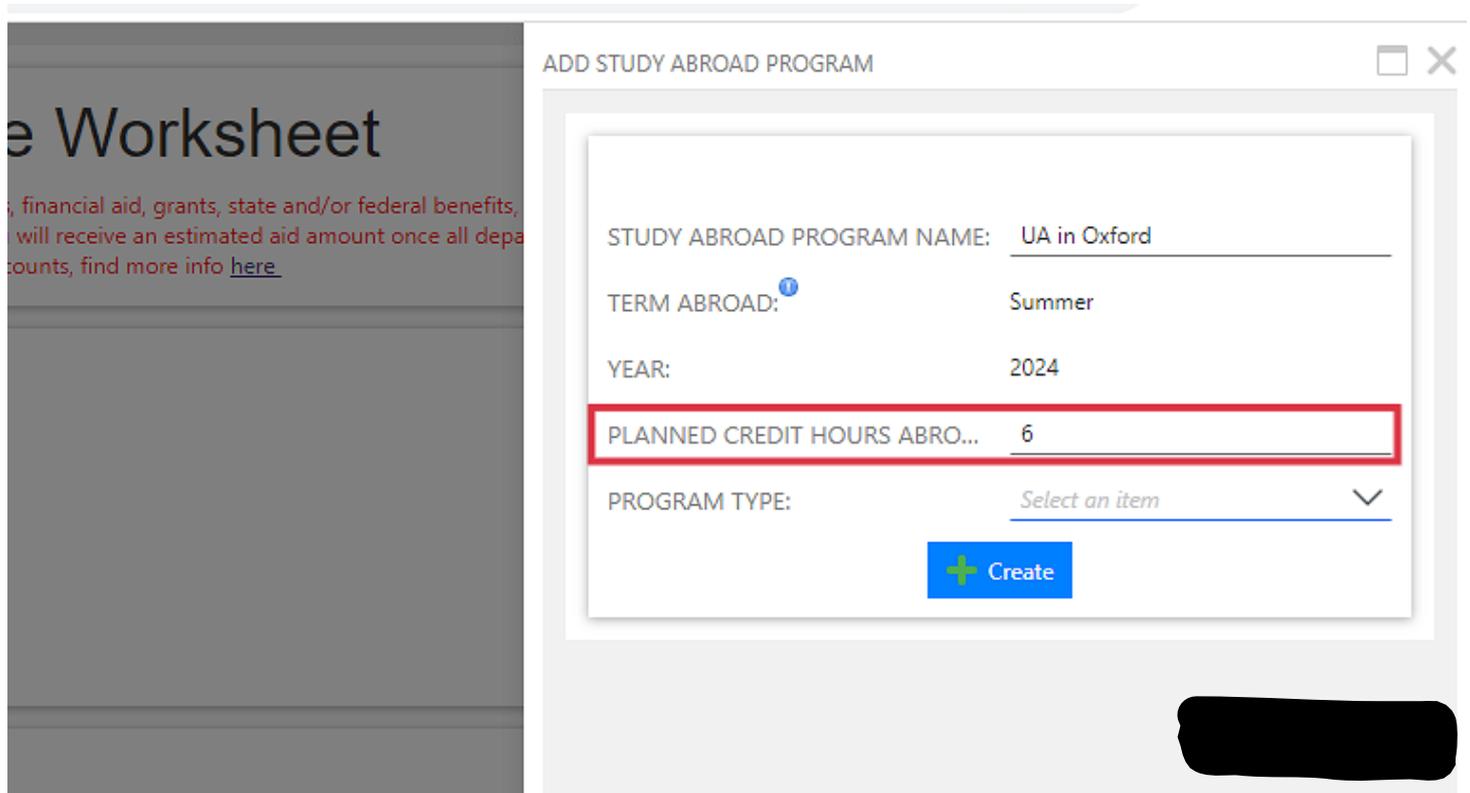
The screenshot shows a web interface for adding a study abroad program. On the left, a sidebar contains the text "Worksheet" and a link "here". The main content area is titled "ADD STUDY ABROAD PROGRAM" and contains a form with the following fields:

- STUDY ABROAD PROGRAM NAME:** UA in Oxford: English, History, and I (highlighted with a red box)
- TERM ABROAD:** Summer
- YEAR:** 2024
- PLANNED CREDIT HOURS ABRO...:** Type a value
- PROGRAM TYPE:** Select an item (dropdown menu)

A blue "Create" button with a green plus icon is located at the bottom of the form. A black redaction mark is present in the bottom right corner of the screenshot.

10 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.



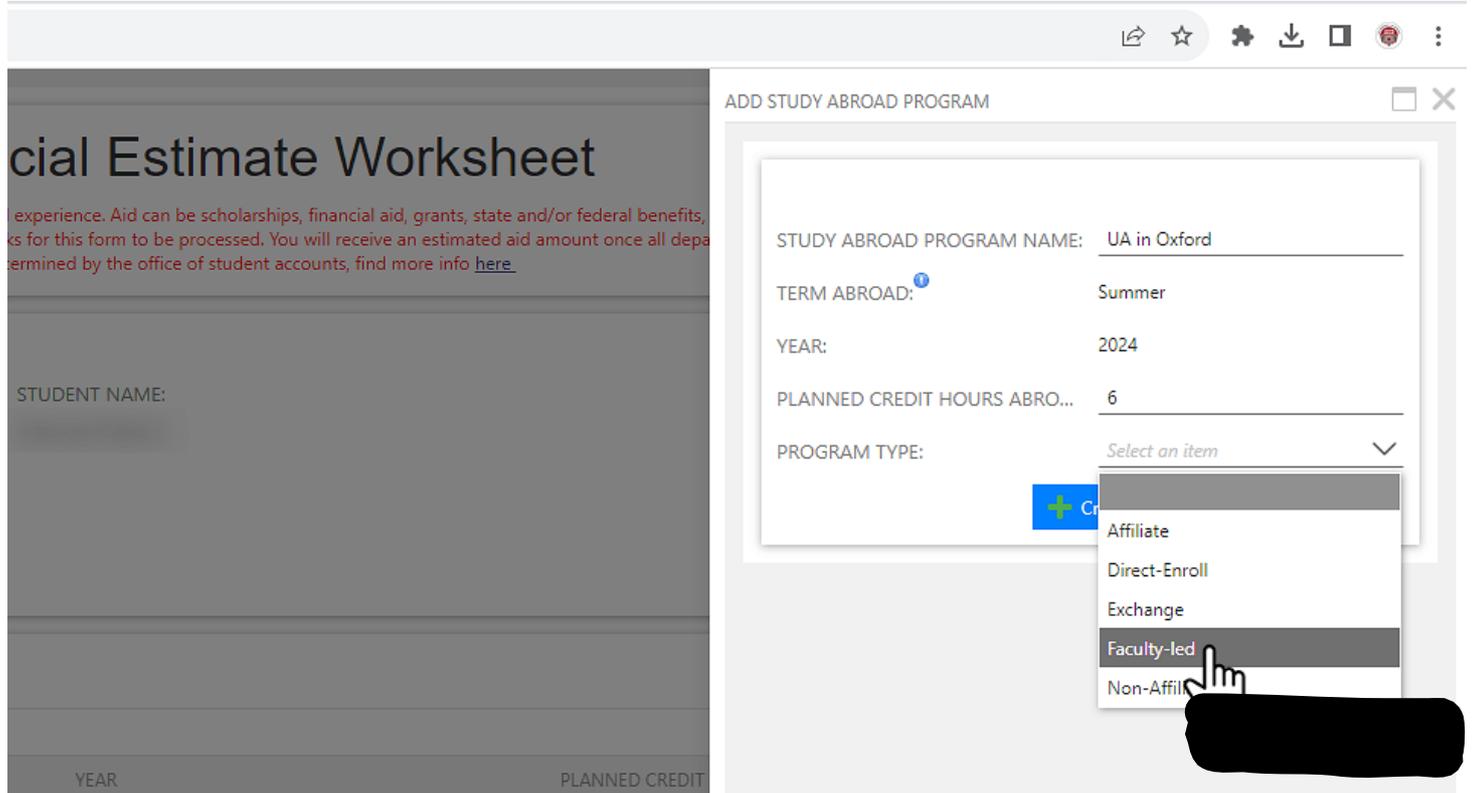
The screenshot shows a web interface for adding a study abroad program. The form is titled "ADD STUDY ABROAD PROGRAM" and includes the following fields:

- STUDY ABROAD PROGRAM NAME: UA in Oxford
- TERM ABROAD: Summer
- YEAR: 2024
- PLANNED CREDIT HOURS ABRO...: 6 (This field is highlighted with a red border in the original image)
- PROGRAM TYPE: Select an item (dropdown menu)

A blue "Create" button with a green plus icon is located at the bottom of the form. A black redaction mark is visible in the bottom right corner of the screenshot.

11 Select your program type

Select the type of program you'll be participating in.
For this example, it will be Faculty-led.



The screenshot shows a web browser window with a form titled "ADD STUDY ABROAD PROGRAM". The form fields are as follows:

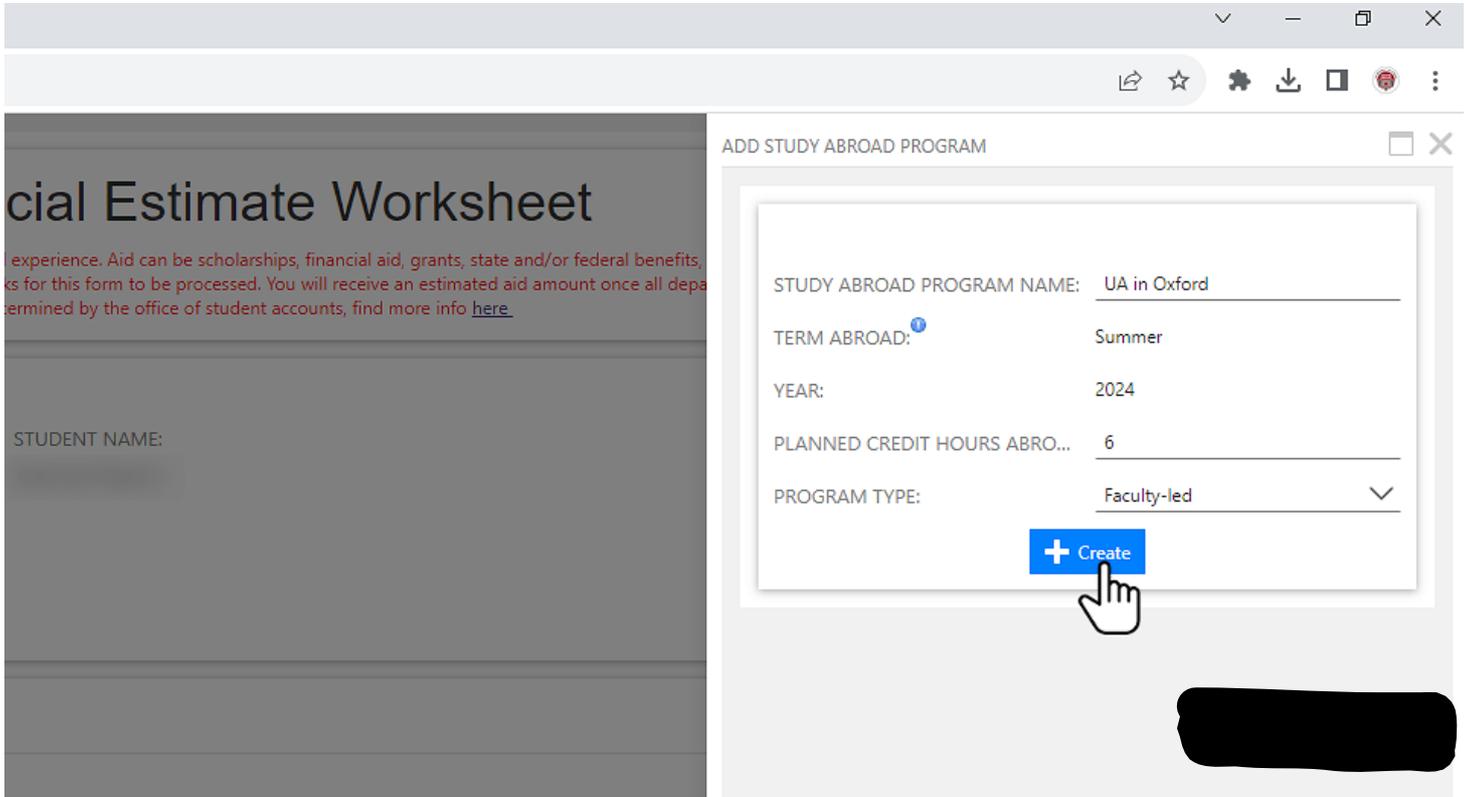
- STUDY ABROAD PROGRAM NAME: UA in Oxford
- TERM ABROAD: Summer
- YEAR: 2024
- PLANNED CREDIT HOURS ABRO...: 6
- PROGRAM TYPE: Select an item (dropdown menu)

The dropdown menu for "PROGRAM TYPE" is open, showing the following options:

- Affiliate
- Direct-Enroll
- Exchange
- Faculty-led (highlighted with a mouse cursor)
- Non-Affil...

A black redaction box is present at the bottom right of the dropdown menu.

12 Click "Create"



13 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.

PROGRAM NAME	TERM ABROAD
UA in Oxford	Summer
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

No

WHICH TYPES OF AID ARE YOU PLANNING ON USING?

FINANCIAL AID (LOANS AND PELL GRANT):

PACT:

FEDERAL G.I. BILL BENEFITS / VMA:

ALABAMA STATE G.I. BILL BENEFITS:

UNDERGRADUATE SCHOLARSHIPS:

FACULTY / STAFF TUITION GRANT:

OTHER: [REDACTED]

YOU HAVE SELECTED A FACULTY-LED PROGRAM, PLEASE ATTACH SUMMARIZED COST AND PAYMENT SHEET THAT IS FOUND IN YOUR STUDY ABROAD APPLICATION

14 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.

TERM ABROAD	YEAR	PLANNED CREDIT HOURS ABROAD	PROGRAM
Summer	2024	6	Faculty
Count 1			

program you plan on participating in abroad

- Yes
 No

WHICH TYPES OF AID ARE YOU PLANNING ON USING FOR STUDY ABROAD? CHECK ALL THAT APPLY:

FINANCIAL AID (LOANS AND PELL GRANT):

PACT:

FEDERAL G.I. BILL BENEFITS / VMA:

ALABAMA STATE G.I. BILL BENEFITS:

UNDERGRADUATE SCHOLARSHIPS:

FACULTY / STAFF TUITION GRANT:

OTHER:



PLEASE 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 p

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

BUDGET

PROGRAM NAME	TERM ABROAD	YEAR
AIFS Abroad in Athens	Summer	2024

Add Comments here



16 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 program.

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

BUDGET

PROGRAM NAME	TERM ABROAD	YEAR
AIFS Abroad in Athens	Summer	2024



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 pr

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

BUDGET

 Open Budget

PROGRAM	TERM ABROAD	YEAR
AIFS Abroad in Athens	Summer	2024

Add Comments here

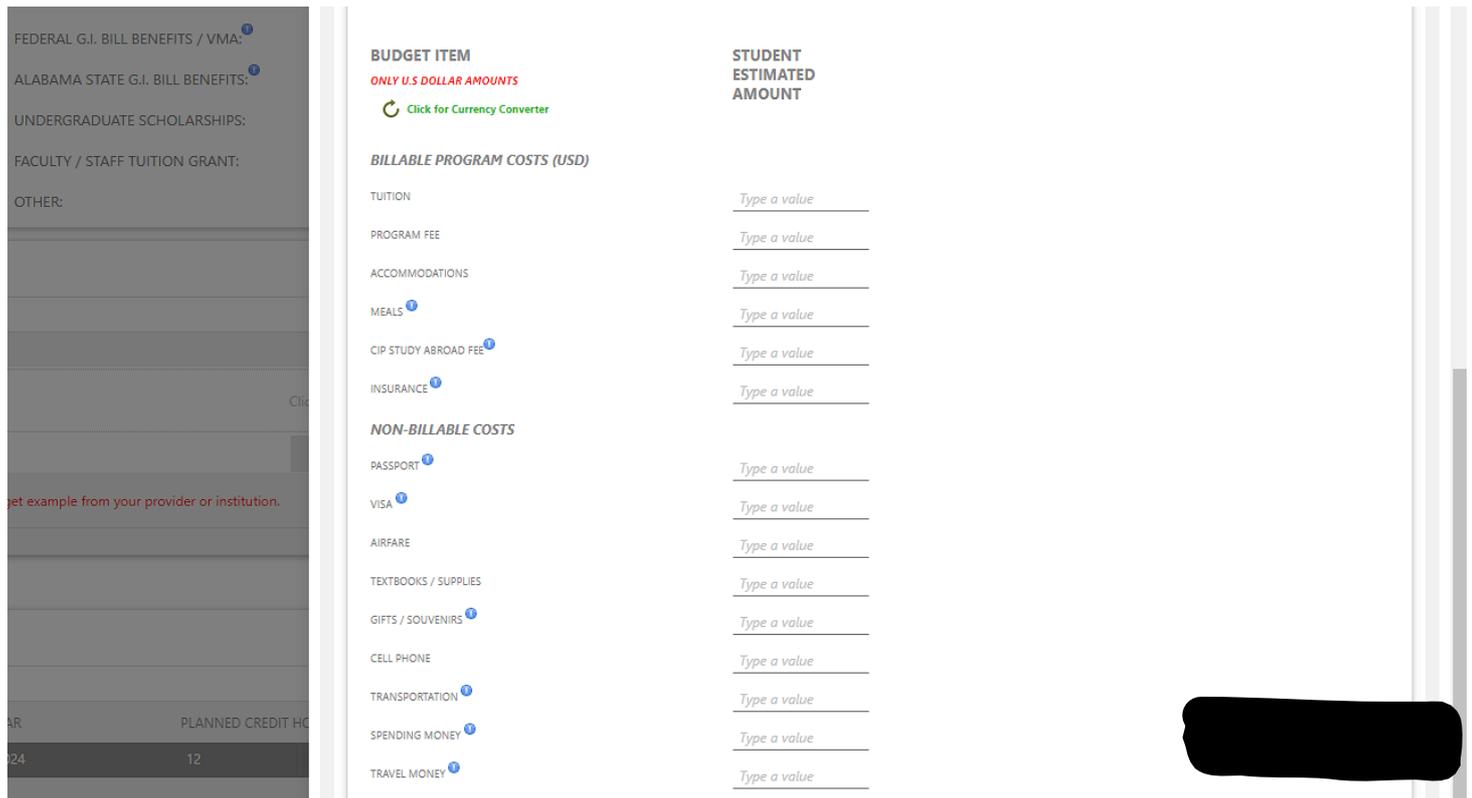
18 Fill in your Budget

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.

BUDGET ITEM	STUDENT ESTIMATED AMOUNT
ONLY U.S DOLLAR AMOUNTS	
Click for Currency Converter	
BILLABLE PROGRAM COSTS (USD)	
TUITION	<u>Type a value</u>
PROGRAM FEE	<u>Type a value</u>
ACCOMMODATIONS	<u>Type a value</u>
MEALS	<u>Type a value</u>
CIP STUDY ABROAD FEE	<u>Type a value</u>
INSURANCE	<u>Type a value</u>
NON-BILLABLE COSTS	
PASSPORT	<u>Type a value</u>
VISA	<u>Type a value</u>
AIRFARE	<u>Type a value</u>
TEXTBOOKS / SUPPLIES	<u>Type a value</u>
GIFTS / SOUVENIRS	<u>Type a value</u>
CELL PHONE	<u>Type a value</u>
TRANSPORTATION	<u>Type a value</u>
SPENDING MONEY	<u>Type a value</u>
TRAVEL MONEY	<u>Type a value</u>



19 Click "Create"

Once complete, you can create your budget.

*****	\$ 1.00
TEXTBOOKS / SUPPLIES	\$1.00
GIFTS / SOUVENIRS ⓘ	\$1.00
CELL PHONE	\$1.00
TRANSPORTATION ⓘ	\$1.00
SPENDING MONEY ⓘ	\$1.00
TRAVEL MONEY ⓘ	\$1.00
OTHER	\$1.00
TOTAL:	\$16.00

+ Create



20 Notice how the "Student Budget Complete" section is now green with "Yes"

ADD NEW ROW)

Count

URS	PROGRAM TYPE	STUDENT BUDGED COMPLETE	STUDENT TOTAL
	Affiliate	Yes	\$16.00
			Total: \$16.00



8/18 AM

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.

FINANCIAL AID (LOANS AND PELL GRANT):

PACT:

FEDERAL G.I. BILL BENEFITS / VMA:

ALABAMA STATE G.J. BILL BENEFITS:

UNDERGRADUATE SCHOLARSHIPS:

FACULTY / STAFF TUITION GRANT:

OTHER:

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 X Delete

ATTACHMENT

(ADD NEW ROW)

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

22 Click "Submit"

Once you have filled out all of the information, you can click "Submit".

BUDGET

 Open Budget

PROGRAM NAME	TERM ABROAD	YEAR
AIFS Abroad in Athens	Summer	202

Add Comments here

