

**Submitting an Education Abroad Financial Estimate Worksheet while taking on-campus or online UA courses during the same term as your study abroad program**

## Table of contents

1 Enter your information	3
2 Select "Get Started"	4
3 Select "Add"	5
4 Enter your program name	6
5 Enter your planned number of credit hours abroad	7
6 Select your program type	8
7 Click "Create"	9
8 Select "Yes" and enter the number of online or on-campus UA credit hours you will be taking	10
9 Select the type(s) of aid you plan on using for your study abroad program	11
10 Add Supporting Documentation	12
11 Complete your budget	13
12 Select your program	14
13 Click "Open Budget"	15
14 Fill in your Budget	16
15 Click "Create"	17
16 Notice how the "Student Budget Complete" section is now green with "Yes"	18
17 Click "Submit"	19

# 1 Enter your information

Enter your CWID, College, Term Abroad, and Year Abroad.

← → ↻ 🔒 everest-sf.fa.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:

Type a value

COLLEGE:

Select an item



TERM ABROAD:

Select an item



YEAR ABROAD:

Select an item



## 2 Select "Get Started"

← → ↻ 🔒 everest-sf.fa.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 de

STUDENT CWID:

COLLEGE:

[Redacted]

Arts & Sciences

TERM ABROAD: ⓘ

YEAR ABROAD:

Summer

2024

Get Started



### 3 Select "Add"



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: [REDACTED]	COLLEGE: Arts & Sciences
TERM ABROAD: Summer	YEAR ABROAD: 2024

Update CWID / College

#### STUDY ABROAD PROGRAM

+ Add

PROGRAM 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 FULL NAME of your program.  
For this example, I entered the "AIFS Abroad in Athens" program.

ADD STUDY ABROAD PROGRAM

STUDY ABROAD PROGRAM NAME: AIFS Abroad in Athens

TERM ABROAD: Summer

YEAR: 2024

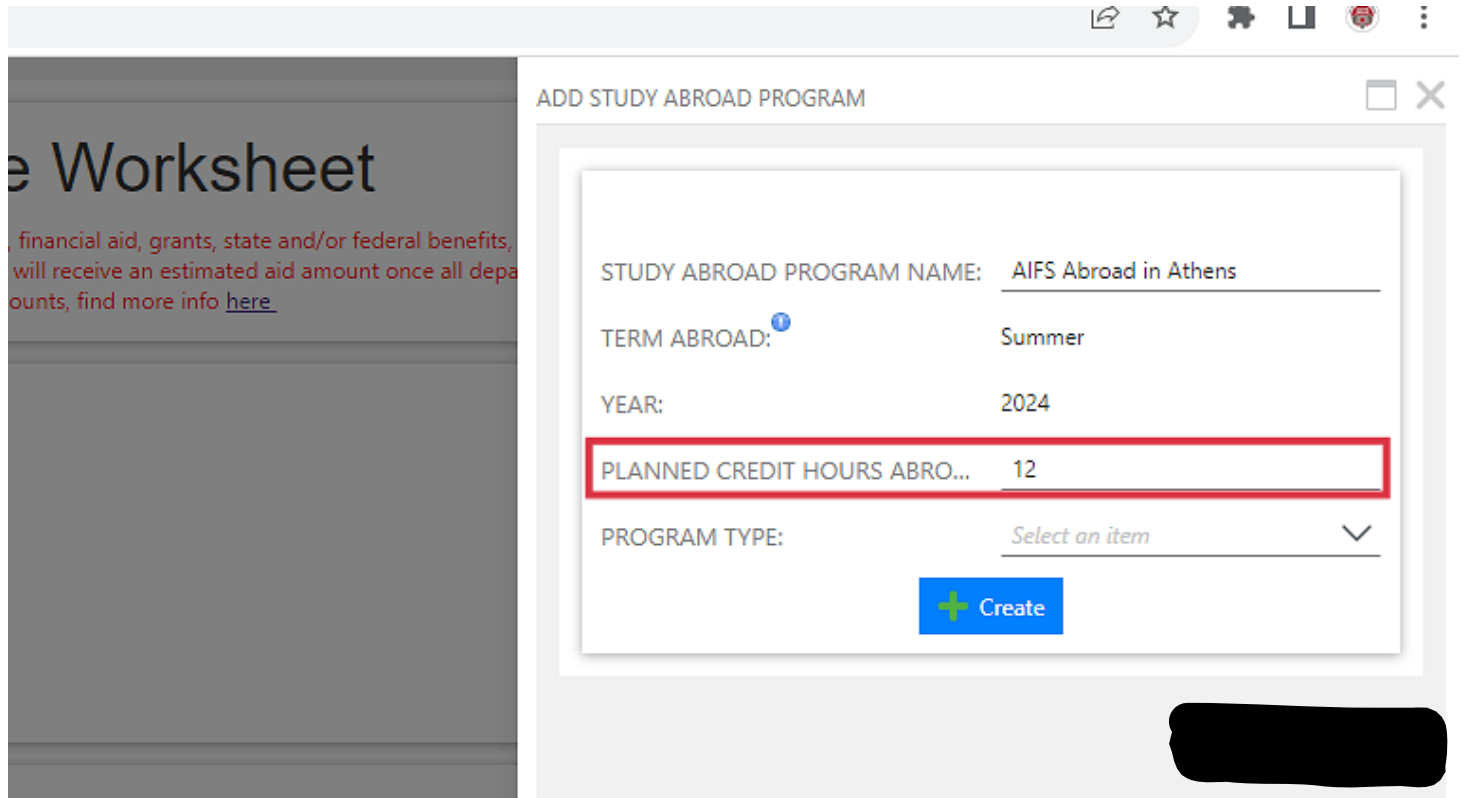
PLANNED CREDIT HOURS ABRO... Type a value

PROGRAM TYPE: Select an item

+ Create

## 5 Enter your planned number of credit hours abroad

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



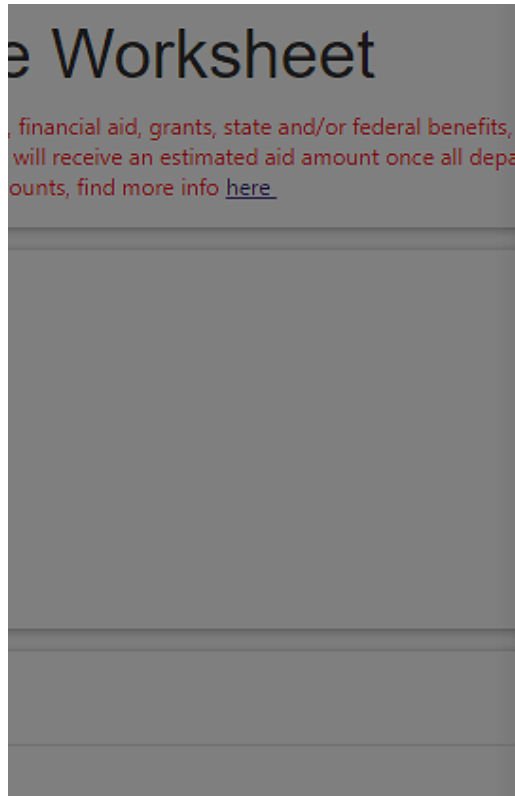
The screenshot shows a web browser window with a tab titled "ADD STUDY ABROAD PROGRAM". The browser's address bar and navigation icons are visible at the top. On the left side of the browser, a portion of a "Worksheet" is visible, containing text about financial aid. The main content area is a form with the following fields:

- STUDY ABROAD PROGRAM NAME: AIFS Abroad in Athens
- TERM ABROAD: Summer
- YEAR: 2024
- PLANNED CREDIT HOURS ABRO...: 12 (This field is highlighted with a red border)
- PROGRAM TYPE: Select an item (dropdown menu)

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

## 6 Select your program type

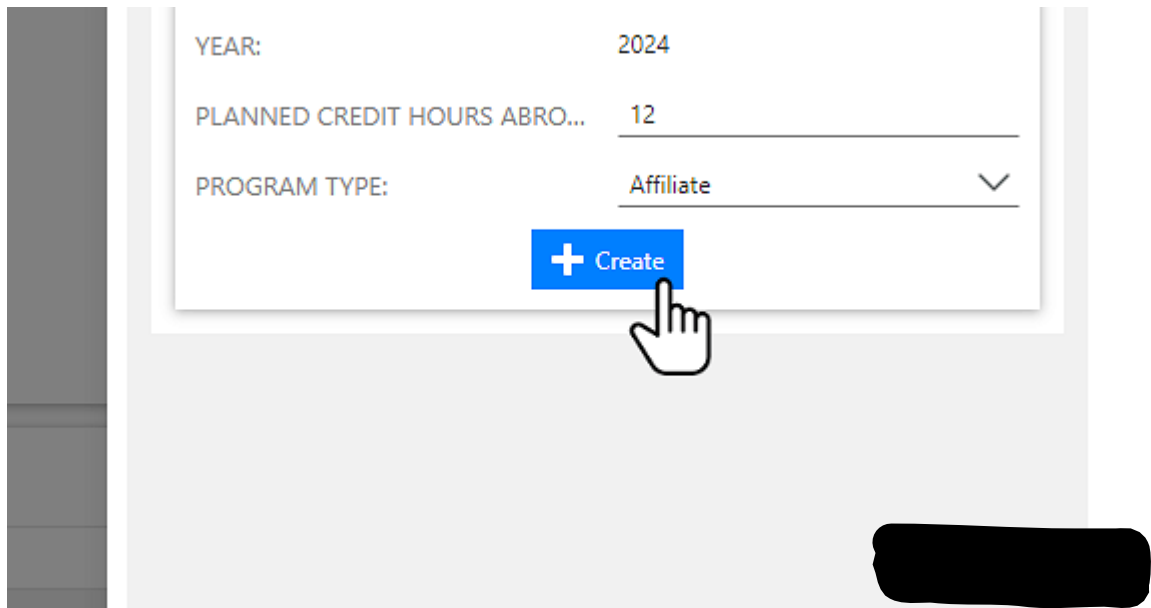
Select the type of program you will be participating in.  
For this example, I selected "Affiliate"



The screenshot shows a form titled "STUDY ABROAD PROGRAM NAME: AIFS Abroad in Athens". The form includes several fields: "TERM ABROAD:" with a blue information icon and the value "Summer"; "YEAR:" with the value "2024"; "PLANNED CREDIT HOURS ABRO..." with the value "12"; and "PROGRAM TYPE:" with a dropdown menu. The dropdown menu is open, showing a list of options: "Affiliate", "Direct-Enroll", "Exchange", "Faculty-led", and "Non-Affiliate". A hand cursor is pointing at the "Affiliate" option. To the left of the dropdown menu, there is a blue button with a green plus sign and the text "+ Cr". A black redaction box is present at the bottom right of the form area.



## 7 Click "Create"



A screenshot of a web form. The form has three input fields: 'YEAR:' with the value '2024', 'PLANNED CREDIT HOURS ABRO...' with the value '12', and 'PROGRAM TYPE:' with the value 'Affiliate' and a dropdown arrow. Below these fields is a blue button with a white plus sign and the text 'Create'. A hand cursor is pointing at the button. The form is set against a light gray background with a dark gray sidebar on the left and a black redaction box in the bottom right corner.

## 8 Select "Yes" and enter the number of online or on-campus UA credit hours you will be taking

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.

Select "Yes" and enter in the number of UA hours you will be taking.

PROGRAM NAME	TERM ABROAD
AIFS Abroad in Athens	Summer
<b>Count 1</b>	

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

TERM: Summer

YEAR: 2024

HOURS: 3

**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:



SUPPORTING DOCUMENTATION

## 9 Select the type(s) of aid you plan on using for your study abroad program

Select all of the types of aid that you will be using on your program.

If you select "Other" make sure to leave comments at the bottom of the worksheet detailing the type of aid you plan on utilizing.

TERM ABROAD	YEAR	PLANNED CREDIT HOURS ABROAD	PROGRAM TYPE
Summer	2024	12	Affiliate
Count 1			

icipating in abroad

**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:



## 10 Add Supporting Documentation

You can upload any supporting documentation from your program provider here.

LEARN	LEST	FACULTY	
HOURS:	3	FEDERAL G.I. BILL BENEFITS / VMA:	<input type="checkbox"/>
		ALABAMA STATE G.I. BILL BENEFITS:	<input type="checkbox"/>
		UNDERGRADUATE SCHOLARSHIPS:	<input type="checkbox"/>
		FACULTY / STAFF TUITION GRANT:	<input type="checkbox"/>
		OTHER:	<input type="checkbox"/>

**SUPPORTING DOCUMENTATION**

**+ Add** **✖ Delete**

ATTACHMENT

(ADD NEW)

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

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

javascript: iET

## 11 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

## 12 Select your program

Click on the program you added to your worksheet.

[\(ADD NEW\)](#)

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


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

**BUDGET**

PROGRAM NAME	TERM ABROAD	YEAR	PLANNED CREDIT HOURS
AIFS Abroad in Athens	Summer	2024	12

*Add Comments here*

[Submit](#)



## 13 Click "Open Budget"

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

ATTACHMENT


[Click here to a](#)

(ADD NEW)

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


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

BUDGET

 Open Budget

PROGRAM NAME	TERM ABROAD	YEAR	PLANNED CREDIT HOURS
AIFS Abroad in Athens	Summer	2024	12

Add Comments here



## 14 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 other will be exact amounts detailed in your program provider's budget.

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

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

TERM: Summer | FINANCIAL AID (LOANS AND PELL GRANTS):  
YEAR: 2024 | PACT:  
HOURS: 3 | FEDERAL G.I. BILL BENEFITS / VMA:  
ALABAMA STATE G.I. BILL BENEFITS:  
UNDERGRADUATE SCHOLARSHIPS:  
FACULTY / STAFF TUITION GRANT:  
OTHER:

SUPPORTING DOCUMENTATION  
+ Add - Delete

ATTACHMENT

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

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

BUDGET  
Open Budget

PROGRAM NAME	TERM ABROAD	YEAR	PLANNED CREDIT H
AIFS Abroad in Athens	Summer	2024	12

Add Comments here

Submit

BUDGET - AIFS ABROAD IN ATHENS

BUDGET ITEM  
ONLY U.S. DOLLAR AMOUNTS  
Click for Currency Converter

STUDENT ESTIMATED AMOUNT

**BILLABLE PROGRAM COSTS (USD)**

TUITION | 1  
PROGRAM FEE | Type a value  
ACCOMMODATIONS | Type a value  
MEALS | Type a value  
CIP STUDY ABROAD FEE | Type a value  
INSURANCE | Type a value

**NON-BILLABLE COSTS**

PASSPORT | Type a value  
VISA | Type a value  
AIRFARE | Type a value  
TEXTBOOKS / SUPPLIES | Type a value  
GIFTS / SOUVENIRS | Type a value  
CELL PHONE | Type a value  
TRANSPORTATION | Type a value  
SPENDING MONEY | Type a value  
TRAVEL MONEY | Type a value  
OTHER | Type a value

TOTAL: \$0.00

Create



## 15 Click "Create"

Once complete, you can create your budget.

### NON-BILLABLE COSTS

PASSPORT <sup>1</sup>	\$1.00
VISA <sup>1</sup>	\$1.00
AIRFARE	\$1.00
TEXTBOOKS / SUPPLIES	\$1.00
GIFTS / SOUVENIRS <sup>1</sup>	\$1.00
CELL PHONE	\$1.00
TRANSPORTATION <sup>1</sup>	\$1.00
SPENDING MONEY <sup>1</sup>	\$1.00
TRAVEL MONEY <sup>1</sup>	\$1.00
OTHER	\$1.00
<b>TOTAL:</b>	<b>\$16.00</b>

+ Create



4:17 PM

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

[Click here to attach a file](#)

(ADD NEW ROW)

ion.

CREDIT HOURS	PROGRAM TYPE	STUDENT BUDGED COMPLETE	STUDENT TOTAL
	Affiliate	Yes	\$16.00
<b>Total:</b>			<b>\$16.00</b>



## 17 Click "Submit"


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

(ADD NEW)

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

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

**BUDGET**

 Open Budget

PROGRAM NAME	TERM ABROAD	YEAR	PLANNED CREDIT HOURS
AIFS Abroad in Athens	Summer	2024	12

Add Comments here

Submit

