

# **Submitting an Education Abroad Financial Estimate Worksheet for a Faculty-led Program**

This guide will show how to submit an Education Abroad Financial Estimate Worksheet for a Faculty-led program.

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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/](https://everest-sf.fa.ua.edu/Runtime/Runtime/Form/EA.NewRequest/)



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STUDENT CWID:

[Redacted]

COLLEGE:

Arts & Sciences

TERM ABROAD: <sup>1</sup>

Summer

YEAR ABROAD:


2024

Get Started



### 3 Click "Add"

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



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STUDENT CWID:  COLLEGE: Arts & Sciences

TERM ABROAD: Summer YEAR ABROAD: 2024

[Update CWID / College](#)

### STUDY ABROAD PROGRAM

[+ Add](#)

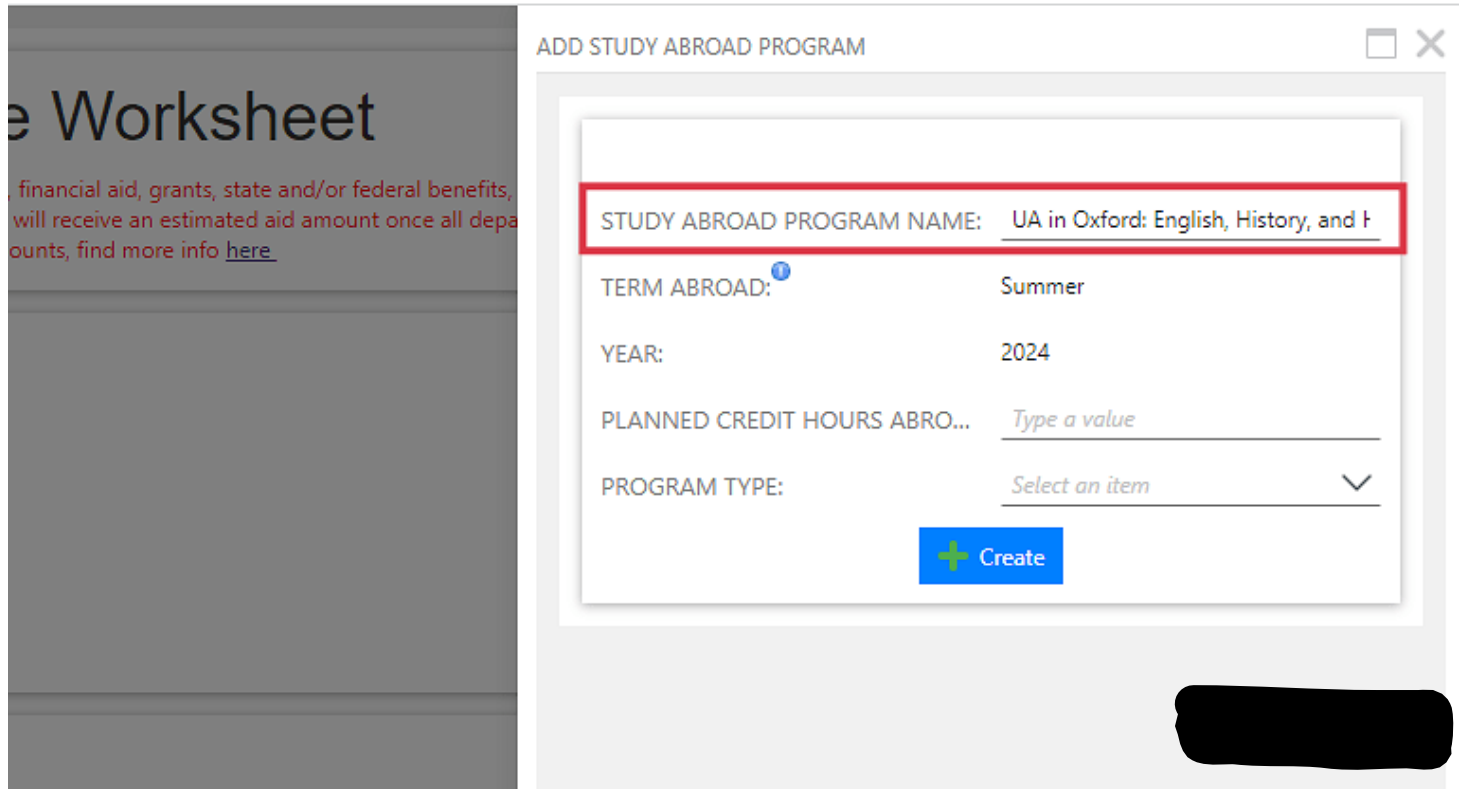
PROGRAM NAME	TERM ABROAD
Count 0	

No items

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

## 4 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 form titled "ADD STUDY ABROAD PROGRAM". The form contains the following fields and values:

Field	Value
STUDY ABROAD PROGRAM NAME:	UA in Oxford: English, History, and I
TERM ABROAD:	Summer
YEAR:	2024
PLANNED CREDIT HOURS ABRO...	Type a value
PROGRAM TYPE:	Select an item

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 present in the bottom right corner of the screenshot.

## 5 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 form titled "ADD STUDY ABROAD PROGRAM" with a close button in the top right corner. The form contains 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)
- PROGRAM TYPE: Select an item (dropdown menu)

A blue "Create" button with a plus sign is located below the form fields. A black redaction mark is present in the bottom right corner of the screenshot.

## 6 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 tab titled "ADD STUDY ABROAD PROGRAM". The browser's address bar and navigation icons are visible at the top. The main content area is a form for adding a 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 open)

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

- Affiliate
- Direct-Enroll
- Exchange
- Faculty-led (highlighted)
- Non-Affil

A hand cursor is pointing at the "Faculty-led" option. A black redaction box is present at the bottom right of the dropdown menu.



**7 Click "Create"**

The screenshot shows a web browser window with a tab titled "ADD STUDY ABROAD PROGRAM". The main page in the background is titled "Financial Estimate Worksheet" and contains a "STUDENT NAME:" field. The modal window in the foreground has the following fields and values:

STUDY ABROAD PROGRAM NAME:	UA in Oxford
TERM ABROAD:	Summer
YEAR:	2024
PLANNED CREDIT HOURS ABRO...	6
PROGRAM TYPE:	Faculty-led

A blue button with a white plus sign and the text "+ Create" is positioned below the modal window, with a hand cursor pointing to it. A black redaction box is visible in the bottom right corner of the browser window.

**8 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
<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



**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:

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

## 9 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	PROG
Summer	2024	6	Facult
<b>Count 1</b>			

gram 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

## 10 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.I. 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 RECORD)

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

# 11 Submit

Once you have uploaded your documents and added any comments, you can click on the "Submit" button to submit your worksheet.

Once you've submitted this form, please allow 3 weeks for it to be processed.

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**

[Click here to attach a file](#)

[\(ADD NEW\)](#)

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.

*Add Comments here*

javascript: [redacted]