**FORM D: The Study Abroad Budget Sheet**

One of the more challenging aspects of planning a study abroad program is developing the budget--there are multiple moving pieces: in some cases deposits are required; if your students require scholarship support there are procedures to follow and deadlines to meet; and students will invariably have questions regarding different facets of financial aid.

The following forms cannot be designed to meet each and every circumstance faculty members might encounter--circumstances vary from place to place as do program parameters. Thus, feel free to revise as your circumstances warrant.

Please note that the first page of this packet is the sheet students will see and acknowledge with a signature. You should explain to them that the "additional expenses" is a catch-all category for their out-of-pocket expenses.

FORM D:

1. **Student Contact Information**

Name:

ID:

E-mail:

Phone:

1. **Budget**

Tuition \_\_\_\_\_\_\_\_\_

Fees \_\_\_\_\_\_\_\_\_

Room and Board \_\_\_\_\_\_\_\_\_

Books and Supplies \_\_\_\_\_\_\_\_\_

Airfare/transportation \_\_\_\_\_\_\_\_\_

Travel Insurance \_\_\_\_\_\_\_\_\_

Additional expenses (visas, passport costs, vaccines, etc.) \_\_\_\_\_\_\_\_\_

**Total Costs \_\_\_\_\_\_\_\_\_\_**

1. **Consent**

I understand that I am enrolling in a study abroad program that will cost me more than the standard TAMU-C tuition. I understand that any cost not covered by scholarship or financial aid I will be required to pay in order to study abroad.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Faculty Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

# FORM D Study Abroad Budget Worksheet

Faculty Director:

Program Name:

Proposed Dates of Travel:       Total # of Days:       # of Students:

Currency in Country:

|  |  |  |
| --- | --- | --- |
| **Item** | **Total Cost** | **Cost per Traveler** |
| Airfare |       |       |
|  |       |       |
| Travel to and from Airport |       |       |
| Airport taxes |       |       |
| Luggage fees |       |       |
| Travel Insurance Fees |       |       |
| CISI |       |       |
| Visa Costs |       |       |
| Passport Cost |       |       |
| Vaccination Cost |       |       |
| Vaccination 1 |  |  |
| Vaccination 2 |  |  |
| Vaccination 3 |  |  |
| Vaccination 4 |  |  |
| Intra-country Travel |       |       |
| Housing Costs: site 1 |       |       |
|  site 2 |       |       |
|  site 3 |       |       |
| Food Costs: site 1 |       |       |
|  site 2 |       |       |
|  site 3 |       |       |
| Travel to/from airport |       |       |
| Airport taxes |       |       |
| In-country travel |       |       |
|  |       |       |
| Classroom Rental Fees |       |       |
| Any Honoraria |       |       |
| Admission Fees |       |       |
|  |       |       |
| Vaccinations |       |       |
| TDAP |       |       |
| Hepatitis A |       |       |
| Typhoid |       |        |
| Yellow Fever  |  |       |
| Malaria |  |  |
|  |  |  |
| **TOTAL** |  |       |
|  |  |  |
|  |  |  |

Form D continued

Adjusted total cost to student:

Have you identified any funding sources to offset the coast of the trip? Yes: ☐ No: ☐

If so please list the source, amount, and what the funds will be used for:

Adjusted total cost of trip:       Adjusted total cost for students: