Guidelines for the Establishment of Special Program Fee
for Faculty-Led Summer Study Abroad Opportunities

Study Abroad Opportunities
UCSD students have a number of study abroad options. Two primary programs are centrally organized and administered by the International Center. They have been in place for many years:

1. The systemwide Educational Abroad Program (EAP) is available to all UC students and it is very academically focused. Students continue to register at UC; earn UC academic credit and letter grade while studying abroad.

2. The campus-based Opportunity Abroad Program (OAP) has broader international scope that includes study abroad, internship, volunteer, work and service learning experience.

More recently, individual faculty have created study abroad opportunities associated with specific courses. With the help of the department business office staff, the faculty independently coordinate and organize these study abroad opportunities. These courses typically take place during the summer and are referred to as Summer Session-sponsored study abroad opportunities. The originating academic department is responsible for ensuring all international travel paperwork is in place prior to sending students, staff (when applicable) and faculty abroad.

As of summer 2008 a number of faculty-led summer study abroad programs are organized through the International Center called “Global Seminars”. The International Center manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, etc. For the Global Seminar courses, the International Center is responsible for working with the faculty on course and program development and ensuring all international travel paperwork is in place prior to sending students, staff (when applicable) and faculty abroad.

The following campus guidelines focus on these faculty-led opportunities and the establishment of a Program Fee to cover the costs of these special programs.

Campus Guidelines
Effective summer 2008, UCSD faculty-led study abroad programs propose a Program Fee charge to cover various expenses related to programs abroad. These expenses include but are not limited to classroom space, guest lecturers, room and board, meals, local transportation, and admissions tickets for special educational site visits, etc. Typically, it does not include airfare expenses; therefore, students must separately arrange and pay for their own air transportation.

In addition to the Program Fee, students pay the regular student fee charges assessed to every UCSD registered student. They include the mandatory systemwide Educational Fee and Registration Fee or equivalent Summer per unit fees. Students also pay mandatory campus-based fees. Furthermore, students enrolling in any “Global Seminars” summer study abroad programs administered through the International Center are required to pay an Administrative Fee which is subject to change each year. The current Administrative Fee is $500 per student.

For future references in this document, unless specified, the term “Department” would apply to both:

1. The academic department for Summer Session-sponsored study broad programs; and
2. The International Center for Global Seminars programs.
Proposal Process
A department seeking to establish a new Program Fee must submit a complete proposal to the Campus Budget Office. Forms can be accessed online via the Campus Budget Office website: http://www-cbo.ucsd.edu/

The following are general proposal completion steps:
1. Complete the Request to Establish a Program Fee (Exhibit A).
2. Complete a Detailed Budget Page (Exhibit B)
3. Provide a copy of the most recent CEP course approval(s) once available.
4. Obtain required signatures from the appropriate campus offices as noted on the form.
5. Submit the completed request to: Campus Budget Office (CBO) – Mail Code: 0936, Attention: CBO Program Fee Coordinator.

Campus Budget Office Approval and Notification Process
1. The CBO Program Fee Coordinator reviews and assesses the proposal for completeness, accuracy, policy compliance and makes recommendations for approval.
2. The Assistant Vice Chancellor Campus Budget Office approves the proposal.
3. CBO sends a notification letter to the department chair for Summer Sessions-sponsored study abroad programs.
4. CBO sends a notification letter to the Director of International Center for Global Seminar programs.

Department’s Responsibilities
Program Fee Request and Reporting
• Work with the faculty leading the study abroad course, complete and submit annual Program Fee proposal according to established timeline and campus guidelines 1.
• Contact Campus Budget Office Program Fee Coordinator if there are questions.
• Provide annual reporting of Program Fee income and expenditures to CBO, upon request.
Communication of Program Costs
• Use effective communication forum such as central departmental or faculty websites to inform interested students of the detailed of the program and estimated total program costs. Provide detailed breakdown of Program Fee component as well as other personal expenses. It is also important to include a breakdown of other mandatory systemwide and campus-based fees that students have to pay.
• Specify if there is a required non-refundable deposit, the amount of the deposit, and the condition in which the students might or might not get a refund.
• Always include a disclaimer that fees are subject to change.
• Specify clearly the number of courses and total units required for each study-abroad opportunity that students must enroll in and are responsible for paying the appropriate fees.
• Inform students of the availability of summer financial aid for eligible students and to apply before the deadlines issued by the Financial Aid Office.
• For early financial aid consideration, provide to campus Financial Aid Office the names of students, the number of units and the travel dates for students who plans to enroll in these programs. Communicate to students if scholarship opportunities are available.
Course Posting
• Provide Summer Sessions a list of summer courses to be added to the Summer Schedule of Classes by deadlines issued by Summer Sessions.
• The Director of Summer Sessions forwards to the Registrar for course posting. Posting must include estimated total program costs informing students. If possible, include contact information for additional information.

1 Resubmit Program Fee proposal each year as there might be changes to the curriculum, general student fee levels, program costs and/or miscellaneous travel costs.
Documentation Responsibilities

- The academic department is entirely responsible for processing and retaining appropriate documentation related to the Summer Session-sponsored faculty-led study abroad programs including travel insurance and liability waivers required for international travel.
- The International Center is responsible for processing and retaining all documentation related to the summer Global Seminars programs.

Central Units’ Administrative Responsibilities

- **Summer Session-Sponsored Programs:**
  The Director of Summer Sessions:
  - Coordinates Program Fee proposals working with the faculty and departmental staff for Summer Sessions-sponsored study abroad courses.
  - Works with the Academic Senate Office to ensure timely course approval for special summer courses and ensures the approved courses are listed in the Schedule of Classes on TritonLink.
  - Maintains Summer Sessions’ website to include all study abroad summer courses. Ensures there is a link to Programs Abroad Global Seminar courses or to the websites where there is a complete description of these special courses.
  - Ensures total program cost estimates are posted clearly indicating the required Program Fee amount.
  - Informs faculty and their academic departments of the campus requirements for international travel.
  - Serves as liaison to departments, central administrative offices such as the Budget Office, Vice Chancellor Office, Registrar, Accounting, Student Billings Services, Financial Aid, etc. regarding Summer Sessions-sponsored study abroad programs.

- **International Center (Global Seminars):**
  The Director of the International Center oversees:
  - Planning and coordination of summer Global Seminar study abroad course offerings with faculty.
  - Provides administrative and financial management for Global Seminar courses.
  - Develop Program Fee requests for Global Seminar courses with faculty and staff.
  - Work with the Academic Senate Office to ensure timely course approval for Global Seminars and forwards information to the Director of Summer Session for coordination of course posting in the Schedule of Classes on TritonLink.
  - Maintains International Center’s website to include all Global Seminar courses. Ensure there is a link to Summer Sessions’ website.
  - Ensures total program cost estimates are posted clearly indicating the required Program Fee amount.
  - Ensures faculty, staff and student participants are aware of the campus policies and procedures regarding international travel.
  - Ensures required documentation related to international travel is signed and retained for all persons participating in Global Seminar program.
  - Serves as liaison to central administrative offices such as the Budget Office, Vice Chancellor Office, Summer Sessions, Registrar, Accounting, Student Billing Services, Financial Aid, etc. for all matters pertaining to summer Global Seminar program.

- **Campus Budget Office:**
  - Processes Program Fee proposals and promptly notifies departments of fee approval.
  - Informs campus units of Program Fee policy changes.
  - Coordinates the annual reporting of Program Fee income and expenditures.

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2 Always include a disclaimer that Fees Are Subject To Change Without Prior Notice.
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• **Accounting Office:**
  o Creates new IFIS index for recording of revenue for approved Program Fee.

• **Registrar’s Office:**
  o Publishes Program Fees in the summer Schedule of Classes via TritonLink.
  o Recommends appropriate detail code based upon historical use.
  o Modifies ISIS registration tables attaching approved Program Fee for billing purpose.
  o Assess fees upon enrollment and processes Program Fee refunds. Refunds related to Global Seminar courses must be approved by the International Center.

• **Student Billing Services:**
  o Enters detail code in the ISIS system.
  o Prepares student fee billing statement, processes fee charges and posting.
  o Maintains student billing accounts.

• **Financial Aid Office:**
  o For planning purpose, calculates and communicates average award as soon as possible to units involved.
  o Determines and processes financial aid awards for eligible students.

**Estimated Timeline for Program Fee Proposal Review**

- Proposed Program Fee due to Budget Office: End of February
- CBO Proposal Review Process and Approval: End of March
- Department Notifications of Fee Approval: 1st Week in April
- Program Fee Posting: Early April
- Financial Aid Application Deadline: Early April
- Course Enrollment: Mid April
- Fee Payment, Billing, Withdrawal and Refund: Refer to Summer Session Website and International Center Website

**Miscellaneous**

- **Non-Refundable Deposits**
  o Global Seminar program requires a non-refundable deposit that is applied toward the Administrative Fee upon student enrollment.
  o For other non-refundable deposits related to Summer Sessions-sponsored study abroad courses, check Summer Session website.
  o Deposit is refunded in full only when the instructor or department cancels the course due to low enrollment, safety concerns or other reasons.