

## New Process for Study Abroad Program Billing

This message is being sent on behalf of the Office for International Education.

With the implementation of Banner (Athena), OIE in cooperation with the Registrar's office and Student Accounts have developed a new process for charging students the program fee associated to their study abroad program.

In order for the program fee to be charged, students are now required to register for a faux/dummy course that will generate the net program fee charge to their account. Only when the student registers for the faux/dummy course will the program fee be charged and available for use on your program. OIE will establish the faux/dummy courses in banner, but will require information from the program prior to doing so.

OIE will need the following information in order to start the process for establishing the faux/dummy course and assessing the program fee for any Study Abroad Program.

1. Complete Program Budget\*
2. Dates of the Program
3. Total Program Fee
4. Application fee
5. Deposit

*\*OIE will not begin the process of establishing the faux course until a budget is received. Obviously this is the preliminary budget which will be updated through departure.*

Once the information is received by OIE, OIE will load the Program Study Abroad courses and associate the new "SABD" Study Abroad Program level course into Banner. Once the SABD program level course is finalized in Banner, we will provide you with the course registration number/CRN which you may share with your approved participants. Each of your approved study abroad students to must register for the overall SABD Study Abroad Program course together with the academic courses associated with your study abroad program.

Departments are strongly advised to use POD (Proof of Department) on the SABD course. This allows the Program Directors the flexibility of allowing only those students who have paid the application fee and or deposit to register.

For the purposes of charging the study abroad program fee through student accounts, OIE and the Bursar consider application fees and any deposits charged to the student part of the overall program fee. OIE recommends the deposit and or application fees be minimal due to the fact these application fees and or deposits will be collected at the department level and deposited into the corresponding agency account, **NOT THROUGH THE STUDENT ACCOUNT.**

Here are two examples, purely hypothetical:

1. Total Program Fee for Study Abroad in Oxford Spring Semester - \$7,500
  - a. Application Fee - \$250

*In example 1, the student account would reflect \$7,250 charge. The Oxford Study abroad program would collect \$250 directly from the student and deposit the funds with the Bursar directly to the agency account. The \$250 would never appear on the student account.*

2. Total Program Fee for Study Abroad in Oxford Spring Semester - \$7,500
  - a. Application Fee - \$250
  - b. Deposit - \$1,000

*In example 2, the student account would reflect \$6,250 charge. The Oxford Study abroad program would collect the \$250 application fee and \$1,000 deposit directly from the student and deposit the funds with the Bursar directly to the agency account. The \$250 nor the \$1,000 would never appear on the student account.*

*If you would like to require due dates for your students, you will have to establish those on your own and verify through Athena that the students have paid. The Bursars office can no longer establish payment deadlines and bill the students based on dates, the Program Fee will be billed at one time upon registration of the faux/acceptance course which is explained below. Due dates established by the Program Director or Department Business Manager, if different from the published Student Accounts dates, must be prior to the Student Accounts deadlines. Also, all fees must all be collected before the student departs on the program.*

OIE will be conducting training sessions over the Spring Semester, please review the T&D Schedule for Study Abroad Financing. If you need immediate assistance, please feel free to call me or Colleen Larson. Also, we are willing to come to your office and review the process if you prefer, please work with me and I will schedule a time.

Thanks for all of your patience and cooperation with the numerous changes occurring systematically here at UGA.

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***International Finance Director***

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