

BUSINESS-SERV-L@LISTSERV.UGA.EDU

**Subject:** New Study Abroad Tuition Return Process - Info Sessions

This message is being sent on behalf of Chris Schwarzer from the Office of International Education.

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OIE has been working with various UGA offices over the past six months on the best way to provide study abroad program directors greater responsiveness and flexibility in accessing tuition return funds associated with their programs. Described below is the new streamlined process that will become effective for the Maymester 2014 programs. We believe that the changes described will alleviate many of the problems that study abroad program directors and business managers have expressed to us in the past.

OIE is holding a number of information sessions this month to provide information and answer questions about these changes. We encourage you, relevant staff in your office, and program directors in your college to sign up for one of these sessions using this registration link. I appreciate your circulating this to relevant individuals in your unit.

I am also happy to come to your unit to speak about these changes. Please feel free to contact me ([chriss@uga.edu](mailto:chriss@uga.edu)) to schedule a time.

Also, please don't hesitate to contact me by phone if you have any questions.

Best Regards,  
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CHANGES IN THE TUITION RETURN PROCESS FOR STUDY ABROAD  
EFFECTIVE MAYMESTER 2014 PROGRAMS

The Office of International Education (OIE) has worked closely with the

Budget Division and Bursar's Office to simplify the Study Abroad tuition return process. The changes will give program directors more timely access to tuition return funds and greater flexibility regarding when the funds can be spent. The new process will eliminate the current challenges that program directors face in terms of working around the end-of-fiscal year deadlines in planning their Maymester and summer programs.

Note: The new process will have no effect on the calculation of the amount of tuition that is returned to the programs or on the spending rules for the tuition funds.

Details of the tuition return process change and rationale is as follows.

Current Process:

- Program directors send budget and registration statistics to OIE prior to the start of the program;
- OIE sends registration information to Bursar for release of funds; and
- Bursar moves funds to the College for transfer to their various study abroad programs.

Based on the considerable feedback we have received over the past year, this process is problematic. It requires business managers and program directors to work with two separate university offices – OIE and the Bursar – and it is often difficult to know which office to call if there is a problem or even if they need to simply know the status of their request.

An additional challenge of the current process is that the timing of the release of tuition return funds to the colleges/programs is inflexible, making it difficult for Study Abroad Directors to pay expenses prior to the start of the program which is necessary to run a successful program. This problem is particularly pronounced for summer programs because they cannot use their tuition funds until the new fiscal year begins in July.

New Process:

- Program directors send budget and registration statistics to OIE prior to the start of the program;
- OIE will move funds to the College for transfer to their various study abroad programs.

By removing the Bursar's office as the "middle man," we believe that the process will greatly simplify and expedite the tuition return processing. There will be just one point of contact for Business managers/Program Directors when questions regarding tuition return status or issues arise.

The new process will also provide program directors with much greater flexibility regarding access to the tuition return funds. For example, summer programs will no longer have to wait till July to use the tuition

return funds, they will be able to access them at the time needed to make any pre-payments. In short, the fiscal year-end restrictions which can be problematic for study abroad programs, will be greatly relaxed.

The new process will be in effect for programs starting with Maymester 2014 and beyond. The current process will be retired after handling tuition return for programs running in Spring 2014.