



WU Study Abroad: Business Office Instructions for Faculty-Leaders

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- 1. Faculty-led Study Abroad Program Proposal:** Faculty-Leaders/Instructors submit the faculty-led Study Abroad Program Proposal to the Office of International Programs (OIP) several months prior to the program dates. The OIP begins reviewing program July 1st for the following academic year. These proposals are reviewed by multiple department heads before approval is granted. The Business Office's concern is how much is the student's cost to participate and when do the charges need to be applied. The figures supplied are checked for addition errors by the Bursar.
Note: Program charges and scholarship disbursement must be in the same term. The charges may be placed on the student accounts one term prior to the departure term in order to disburse the institution scholarship award to the student account to apply to program payment. Scholarships may not be disbursed more than one term prior to the departure term.
Ex. Winter Break or Spring Short term Program: Program charges are put on the fall semester. The scholarship is disbursed during the fall semester.
- 2. Program: Participants:** Participants can include students, but may also include WU faculty, staff and non-WU participants (community members and students from other universities, etc., as approved by the Faculty-Leader). The Business Office prefers each participant has a WIN so payments can be accepted easily at the Cashier window or made online, but small accommodations for participants without a WIN can be made if necessary.
- 3. Estimated Student Budget:** The study abroad program charges typically include airfare, local transportation, lodging, meals, study materials and any sightseeing trips that the Faculty-Leader arranges prior to leaving. The cost may also include the Faculty-Leader's share of these expenses, divided among the participants. The cost of the Faculty-Leader's program is not covered by the University. In the case of a first time program the cost of the Faculty-Leader's airfare can be covered; the following years this cost must be added into the total cost of the program to be shared among the program participants. Passport, WU tuition, and personal expenses (which may include meals if not arranged by the Faculty-Leader) are not included in the charges applied to student accounts by the Bursar, although the tuition charge will assess separately when the student enrolls.
- 4. Study Abroad Application Fee:** The Study Abroad Application Fee is not included in the total program fee. The application fee is applied to the participant's account by the OIP at the time the online application is completed. The fee is typically non-refundable, and can only be reversed by the OIP Department. It is used (in part) to pay the insurance fees for each student.
- 5. Statement of Commitment:** The Bursar works with the Faculty-Leader on the timing and their preference for recording the charges on student accounts. Usually a down payment (deposit) is recorded first and is expected to be paid when the student submits the Study Abroad Program Statement of Commitment form. Later on, the balance of the charges are applied and can be paid over time. Normally students pay the program cost in full before leaving on the trip.
- 6. Down Payment:** Down payments (deposits) are often non-refundable, but that decision is made by the Faculty-Leader. The decision depends on how easily the travel slot can be filled by another participant and how far along the Faculty-Leader is in paying trip expenses. Deposits are intended to make sure the student is truly interested in taking the trip, and not just applying on a whim.

7. **Program Account:** When the program cost is recorded on the student accounts, the program account is created. Each department has a detail code that corresponds to a Study Abroad FOAPAL, and by entering that detail code and charge on the student account, the pool of funds becomes available to pay expenses. For example, if the detail code ATSA was entered for the Art Department with a charge of \$300 for the initial deposit, the Art Department trip leader would then have \$300 to use to pay expenses. When the remaining \$2,200 in trip charges are put on the student account, again with the ATSA detail code, the Art Department trip leader would have a total of \$2,500 to use for expenses.
8. **Scholarship Disbursement:** The OIP works with the Financial Aid Office to disburse scholarships. Study Abroad scholarships generally are applied prior to the trip in order to reduce the total cost of the trip for the student. **IMPORTANT:** Study Abroad charges are normally placed on the student account before scholarships disburse so the scholarship can pay the charges. If the charges are already paid in full, the scholarship will refund to the student.
9. **Program Payments:** Faculty-leaders may use the pool of funds created when the Bursar applies charges to student accounts to pay trip expenses according to the Program Proposal submitted to the OIP. All payment requests must be submitted to the Finance Office, Accounts Payable. The Bursar does not handle the A/P (expense) side of the trip, but can answer questions about how much is available to spend down in the fund.
10. **Participants Accounts:** Faculty-Leaders can contact the Bursar to inquire about which participants have paid deposits or trip charges. Because this information is in spreadsheet form and must be updated, it may take a day or two to provide an answer.