



WU Study Abroad: Business Office Instructions for Faculty-Leaders

Washburn University ♦ Study Abroad Office
Plass Learning Resources Center ♦ Room 217
(785) 670-2088 ♦ (785) 670-2095
studyabroad@washburn.edu
<https://washburn.studioabroad.com>

Washburn University Business Office Morgan Hall 103 785.670.1156 business-office@washburn.edu	Ashley Maendele Bursar, Finance Office ashley.maendele@washburn.edu
---	---

1. **Faculty-led Study Abroad Program Proposal:** Faculty-led Program Proposals are due the academic year prior to provide ample time for review and approval by all parties, recruitment of students, and completion of all third-party payment requirements. The deadlines are based on the term the course credit is awarded.

Proposals Deadlines:

Spring & Summer semester: May 1 of the prior year

Fall & Winter Break: November 1 of the prior year

2. The proposals are reviewed by multiple areas for approval. The Business Office reviews the Estimated Budget and the Statement of Commitment for students' cost to participate and the charges that are applied to the student's accounts. The figures supplied are checked for accuracy 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 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 added in the fall semester. The scholarship is disbursed during the fall semester.
3. **Program Participants:** Participants 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 requires each participant to have a Washburn Identification Number (WIN) so payments can be accepted easily at the Cashier window or made online. Note: Only enrolled students can pay online.
4. **Estimated Student Budget:** The study abroad program charges typically include airfare, local transportation, lodging, meals, study materials and excursions. 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 International Education -Washburn Transformational Experience (IE-WTE) 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 not included in the program cost) are not included in the program charges applied to student accounts by the Bursar.
5. **Tuition:** The tuition charge assesses separately when the student enrolls. It is not included in the total billable program fee.

6. **Study Abroad Application Fee:** The application fee is applied to the participant's account by the SAO at the time the online application is completed. The fee is typically non-refundable and can only be reversed by the SAO. It is used (in part) to pay the insurance fees for each student. The fee is not included in the total billable program fee.
7. **Statement of Commitment:** The Bursar works with the Faculty-Leader on the timing and their preference for recording the charges on student accounts. The full amount of the program charges are recorded in the semester when a course is required or the scholarship will apply. A down payment (deposit) may be recorded first with a second entry for the balance. Participants must pay the program cost in full before leaving on the program.
8. **Down Payment:** Down payments (deposits) are often non-refundable, but that decision is made by the Faculty-Leader. The decision depends on the vendors' policies, how easily the travel slot can be filled by another participant, and how far along the Faculty-Leader is in paying program expenses. Down payments are intended to make sure the student is truly interested in participating in the program, but are not required to be recorded or paid separately.
9. **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 program leader would then have \$300 to use to pay expenses. When the remaining \$2,200 in program charges are put on the student account, again with the ATSA detail code, the Art Department program leader would have a total of \$2,500 to use for expenses.
10. **Scholarship Disbursement:** The SAO works with the Financial Aid Office to disburse scholarships. Study Abroad scholarships are applied prior to the program departure date. IMPORTANT: Study Abroad charges are normally placed on the student account before scholarships are disbursed so the scholarship can pay the charges. If the charges are already paid in full, the scholarship refunds to the student.
11. **Student Payments:** If a student makes a payment to be specifically applied to the program cost, the student should contact the Business Office so the payment can be tied to the charge. The system cannot do it automatically. If a student is in a payment plan for the term, the student can expect the study abroad charges to become part of that plan. The payment schedule on SOC is a suggestion that the facilitator determines to make it easier for students to plan and understand the cost. The Business Office does not monitor whether students make their installment payments on time according to the SOC schedule.
12. **Program Payments:** Faculty-leaders may use the pool of funds created when the Bursar applies charges to student accounts to pay program expenses according to the Program Proposal submitted to the SAO. All payment requests must be submitted to the Finance Office, Accounts Payable. The Bursar does not handle the A/P (expense) side of the program but can answer questions about the balance in the fund. Inquiries for fund balance information require at least a week to process.
13. **Participants Accounts:** Faculty-Leaders can contact the Bursar to inquire about which participants have paid deposits or program charges. This information is in spreadsheet form and must be updated, so allow at least a week to process the request.