

**FACULTY GUIDELINES
FOR
2010 SUMMER STUDY ABROAD PROGRAMS**

East Carolina University
Division of Continuing Studies
The Office of Summer Study Abroad
404-E Self Help Center
Greenville, NC 27858-4353
Phone (252) 328-9218

Faculty Guidelines For Summer Study Abroad Programs

Preface

Thank you for making the commitment to develop and lead a Summer Study Abroad Program for East Carolina University. East Carolina encourages faculty members to take groups of students abroad. Experience tells us that study abroad can be one of the most enriching and life-changing events both in a student's college career as well as in the faculty's tenure.

Although much work is required to produce a successful summer program, rest assured you are not alone in this endeavor. The staff of the Office of Summer Study Abroad (SSAb) will assist you every step of the way, from program development, to departure, to the in-country stay, and finally your safe return home. This handbook is prepared to assist you with planning and leading your program to include program proposal and approval, recruitment and selection, academic and logistical planning, finances and emergency preparedness. The handbook is also available online at www.ecu.edu/summerabroad/.

Thank you again for your time and effort to produce an exciting Summer Study Abroad Program. Should you have any suggestions for improving this handbook or the process used to develop a program please do not hesitate to share them by contacting one of the following:

Summer Study Abroad Staff

Clayton Sessoms
Director, Div of Continuing Studies
Phone: (252) 328-9317
Fax: (252) 328-9341
Email: SESSOMSF@ECU.EDU

Carolyn Brown Thompson
Coordinator, Summer Study Abroad
Phone: (252) 328-9218
Fax: (252) 328-9201
Email: THOMPSONC@ECU.EDU

Betty Collins
Business Officer
Phone: (252) 328-9329
Fax: (252) 328-9343
Email: COLLINSB@ECU.EDU

Mariann Appel
Administrative Support Specialist
Phone: (252) 328-9219
Fax: (252) 328-9201
Email: APPELM@ECU.EDU

Dr. James Gehlhar
Associate Vice Chancellor
International Affairs
Phone: (252) 328-1936
Fax: (252) 328-4813
Email: GEHLHARJ@ECU.EDU

Brandi Dudley
Assist. Director, Education Abroad
Phone: (252) 328-1937
Email: DUDLEYB@ECU.EDU

Program Development

Planning a new summer study abroad program takes considerable time and effort by the faculty director that exceeds the usual realm of course planning. Faculty directors take on many roles, including coordinator, recruiter, travel agent, counselor, crisis manager, and educator. Before developing a new summer study abroad (SSAb) program, there are factors you should consider and questions you should ask to ensure your program's success.

What courses will be offered? Does the academic rigor meet ECU standards?

Many faculty directors choose to offer classes open to any major and that fulfill foundation curriculum credits to recruit more students. Occasionally, classes in other departments are made available to the program as well (ex. an English professor may also want to offer a class option in History or Religious Studies to broaden student interest). Keep in mind this requires additional approvals from Departmental Chairs and potentially Deans.

Will the program be open to both undergraduate and graduate students? How will the students be assessed?

To increase the pool of student applicants, many faculty directors will offer both undergraduate and graduate credit for their program. Graduate students should have greater academic requirements than the undergraduates. This typically is in the form of an additional or more extensive research paper or project. When preparing your program proposal, one form will usually suffice for each program to be offered. Simply include a course syllabus for each course to be offered and explain the academic rigor required for both graduate and undergraduate students.

Do you plan to open the program to students from other universities?

Some faculty directors will choose to offer their program and recruit students from other universities. ECU does not differentiate between in-state and out-of-state tuition for summer study abroad, so your program could be attractive to students nationwide. Non-ECU students interested in applying for your program should contact the Division of Continuing Studies to inquire about applying to ECU as a visiting student. All SSAb students must be enrolled at ECU at the time of travel.

How many credits will each student receive on the program?

Students who depend on Financial Aid to participate in summer study abroad must be enrolled as a fulltime student to receive such aid. This means the program must offer six hours of credit for these students to participate. In 2009, approximately 65% of ECU students participating in summer study abroad were Financial Aid recipients.

Will your program compete with another summer study abroad program being offered at ECU?

Before developing a summer study abroad program, it would be a good idea to check with your Department to find out if there are other programs scheduled for the same summer. Faculty directors should avoid competing with their colleagues to recruit students, when efforts could be made for collaboration.

What is the best location for this program?

Consider your course content and the academic appropriateness of certain locations. You should also consider student demand for locations when planning your program.

What is the length of the program?

Most summer study abroad programs run 2-4 weeks in length, but can be as long as 10 weeks. If the program is offering six hours of credit think about how long it will take to accomplish the program's objectives. It would also be a good idea to check the summer session calendar to ensure your program aligns with the two-five week sessions.

What expenses should be included in the program fee?

Many programs prefer not to include airfare in the program fee for several reasons. Some students will choose to either travel early or remain in their host country after the program ends for personal travel. The cost of airfare does not change if the duration is two weeks or six weeks and students do capitalize on this. Students are also very savvy when purchasing airfare. They may choose to use air miles given to them by family members or prefer to search for the best deal on their own. Making airfare arrangements can also be very time-consuming for faculty directors and financial complications can emerge when students add to a program late or withdraw on short notice. Though faculty can assist with finding a flight or flights with ample seating for the group, and can provide that information to the students to facilitate group travel, the SSAb Office prefers that students purchase their own airfare.

Should you use a program provider, travel agent, or make all of the logistical arrangements yourself?

Making logistical arrangements for summer study abroad is very time consuming for faculty directors. For this reason, many will chose to utilize either an established program provider or travel agent to book hotels, arrange in-country travel, purchase museum tickets, etc. The trade-off is these providers do charge a service fee, which will increase the cost of your program. Often when using a service provider a contractual agreement is required. If so, the contract must be reviewed and approved by the University Attorney and must also be approved by the Provost. Faculty Directors may not sign contracts for the university.

Is your budget affordable?

Summer Study Abroad programs tend to be most successful if the program budget is \$4000 or less (including airfare and the program fee). Try to avoid pricing yourself out of the student market.

Can you recruit the number of students required for the program to make?

Most faculty directors plan on recruiting 10-15 students for each faculty member participating in a program. If the program numbers are low then budget adjustments will be required or the program risks cancellation.

Will you need a second faculty member, TA or assistant to accompany the program?

Many faculty directors will choose to add a second faculty member, TA or assistant to help with program implementation. If high student enrollments are expected, the summer study abroad staff recommends no more than 15 students per faculty member. However, even with lower enrollments, a TA or assistant is useful to handle in-country logistics and assist with potential emergency situations. The Office of SSAb recommends faculty directors appoint an assistant. If not, a representative from the faculty's department should be identified who can step in if the faculty director becomes incapacitated. An alternate should also be identified in country in case of an emergency.

Program Planning

Group Travel

Faculty Directors must decide if they would like to build group travel from the U.S. to the host country in to the program fee. If group travel arrangements are made, the faculty director should inform DCS which travel agency will be used and the flight information. Keep in mind that student airfare cannot be purchased until enough funds have been deposited to your SSAB account to cover this fee. We have provided information below about travel agencies you may want to consider using.

Quioxe Travel
620 Red Banks Road, Suite A
Greenville, NC 27858
(252) 757-0234
www.qtravels.com

STA Travel
1-800-781-4040
www.statravel.com

Student Universe
www.studentuniverse.com

Some faculty members opt to work with a travel agent to make group flight arrangements, but require the students to purchase their tickets on their own and do not build this price into the overall program fee. If this is the option you decide to use, you should find a flight with sufficient seats for everyone in the group, and provide the students with the flight information. Students can then call the travel agency to book a ticket on the same flight.

If it is decided not to build the flight into the program fee, faculty members should inform students when and where they are expected to meet in the host country to begin their program.

Housing

There are many housing options available to faculty directors overseas, ranging from hotel stays to host families. Depending upon the type of program you are offering, there are some options that will be more practical for you to use than others. If a faculty director plans to conduct a “travel-based” program (i.e. program that is not based in one single location) then staying in hotels or hostels would be a more convenient option. “Residency-based” programs tend to be more cost efficient by arranging stays with host families or in dormitories. You will need to look at your program objectives to determine the best way to accommodate your group. Please note that it is not necessary for the director to make these arrangements personally. The SSAB office recommends the use of on-site agencies, partner universities and other support services if it is not cost-prohibitive.

Upon arrival, should you find that the housing is unsafe, you should consider moving the group to an alternate site. It is imperative that you inform the Division of Continuing Studies about the problems and where you will be moving.

Passport

Remind students that they must have a passport that is valid for six months after the end of the program. If students do not have a passport, notify them that they need to apply for one and the process usually takes four to six weeks (although it can take longer.) Students should plan ahead and apply in advance. Applications for U.S. citizens can be found online at www.travel.state.gov. The local passport authority in Greenville, NC is the 1st Street Post Office.

Foreign Entry Requirements

If your program host country has a visa requirement for entry or for periods over a certain number of days, students and faculty directors will need to apply for the appropriate visa with the Consular Services division of that country. If there is a non-U.S. citizen participating in your program, please be aware that the visa requirements for that student may differ from that of a U.S. student. Information about how to apply for the visa should be made available to the students in enough time for the visas to be issued. You can find a list of embassies located in the U.S. at <http://embassy.org/embassies>.

Registration with the Department of State

DCS will register all summer study abroad program groups with the U.S. Department of State prior to travel. This is a free service that provides your group information to the U.S. Embassy in your host country. In the event of an emergency, the Embassy can contact you and assist in an evacuation if that is necessary.

International Student Identity Card (ISIC) and International Teacher Identity Card (ITIC)

Students can purchase the International Student Identity Card (ISIC) from the Office of International Affairs before their scheduled departure overseas. The cards are valid for one year from the date of issue and provide student discounts on international air travel, train

tickets, travel insurance, museum entrance fees, and other cultural events. OIA recommends students purchase this card to take advantage of such discounts overseas. Many students find that the card pays for itself and then some when traveling for extended periods of time overseas.

In addition to issuing the ISIC, International Affairs also offers the International Teacher Identity Card (ITIC) for university faculty and staff. Those interested in purchasing either the ISIC or ITIC should bring the following to the Assistant Director for Education Abroad in the Office of International Affairs.

- A completed ISIC application (available in OIA)
- 2 passport size photos
- University student ID card
- \$22

Health Insurance

DCS will automatically include the cost of international health insurance for students and faculty in the SSAb program fee. The University of North Carolina system requires this coverage for all study abroad programs and all universities in the UNC system participate. The insurance is provided by HTH Worldwide at a premium of \$1.00 per day for students and \$2.22 per day for faculty and staff (this figure is current as of August 2009). It is a fully comprehensive policy that includes Medical Evacuation and Repatriation benefits. Students, Faculty and Staff may purchase insurance to begin coverage 7 days prior to the program start date and end 7 days after the program end date. However, **additional days are not included in the study abroad fee and should be paid separate, through the Office of International Affairs.** Insurance brochures can be obtained from the Marketing and Summer Study Abroad Coordinator.

As a part of their application packet, students will complete an insurance enrollment form. This form will be submitted to and collected by DCS so group policies can be written for each program. Faculty Directors should also submit their insurance enrollment forms to DCS no later than four weeks prior to travel. Once all forms for a program have been collected, the Office of International Affairs will submit the insurance information to HTH so cards can be generated. Faculty Directors can collect the cards from the SSAb Coordinator to be distributed to their students prior to departure.

Marketing your Program

In order to ensure the success of your program, you should begin marketing efforts early. Promotional materials should be distributed early in the Fall semester and multiple mediums should be considered.

Website

The Division of Continuing Studies has a website devoted to summer study abroad program promotion. Once your program has been approved by ECU, your information will

automatically be added to this site. If a website is created specifically for your program, DCS will add a link for students to connect directly with you.

Flyers

Consider creating a one-page flyer or brochure with your program information to post in your department. Please remember that all marketing materials should be submitted to the SSAb Office prior to distribution.

Classroom Presentations

This is sometimes the most effective recruitment tool used. Personal accounts of the program and what students will take away from a study abroad experience is a great motivator for students to enroll. Consider utilizing past study abroad students to give personal accounts of how the program impacted their life! Classroom presentations can take place in your own classes, but do not hesitate to ask your colleagues if you can give a brief presentation in their classes as well.

Hold an Interest Meeting

Schedule an interest meeting in your department and invite students and faculty interested in learning more about your summer program. If it is a repeat program, consider inviting past student participants to boost interest and to provide first hand accounts of how study abroad has impacted their studies at ECU.

Summer Study Abroad Information Fair

Each November DCS and OIA sponsor a summer study information fair to help recruit students to your program. Each program will be assigned a table so you can promote and advertise your program to students.

A Review of Roles

Faculty should first know the various roles which different campus units assume in supporting their summer study abroad efforts. They are asked to work closely with these units to ensure smooth program administration.

The Program/Faculty Director and the Academic Department:

Once a faculty member has an idea for a Summer Study Abroad (SSAb) program, he or she should discuss it early on with his or her department head. This is extremely important as summer study abroad programs led by ECU faculty members and offering ECU academic credits are viewed as activities of the academic departments. While the Division of Continuing Studies, International Affairs, and other units are pleased to support these efforts, the actual sponsorship of the programs and approval of the academic content lies with the academic department, college and or school. Because of the obligations such sponsorship entails, the prospective SSAb Program Faculty Director must prepare a SSAb Program Proposal and receive approval from the academic department prior to meeting with the Office of International Affairs and the Division of Continuing Studies. Should multiple courses be offered by the SSAb program, some of which may fall in other departments, approval from the appropriate dean and department head must be secured accordingly.

After receiving the departmental approvals, the Director should submit the Proposal to the Office of SSAb, prior to November 1. At that time the SSAb Review Committee, comprised of representatives from International Affairs and Continuing Studies, will review the proposal, its budget, logistics, and any safety concerns, and will approve it accordingly.

Once approved, the Director and his or her department have several responsibilities. Chief among these is the promotion of the program and the recruitment of participants. The Director, in close collaboration with his or her department and Continuing Studies and International Affairs, will also oversee the following tasks:

- Preparation, printing, and distribution of program advertisements (e.g., brochures, websites)
- Student recruitment and orientation
- Completion and submission of all faculty travel documentation
- Choosing and training a teaching assistant for the program, and ensuring all university employment requirements are followed
- Advising students of time sensitive matters; i.e. Consulting with a Financial Aid advisor for Summer Study Abroad financing; Acquiring a Passport; Acquiring a Visa; and Consulting with the Travel Clinic

Please note: Demetria Felton is the Financial Aid representative for summer study abroad students and faculty. Demetria's phone number is 328-6610 and her e-mail address is feltond@ecu.edu. The Financial Aid process is quite time consuming, therefore; interested students should apply immediately upon acceptance in the summer abroad program.

Division of Continuing Studies (DCS):

The Division of Continuing Studies and the Office of International Affairs work together to administer the Summer Study Abroad Programs. Carolyn Thompson is the designated SSAb representative in the Division of Continuing Studies, and can be reached at 328-9218 or thompsonc@ecu.edu. The Coordinator and DCS can:

- Assist with developing plans and budgets for the program
- Assist in the development of a promotional strategy for the program
- Establish and monitor program trust funds
- Receive summer abroad program applications from students
- Receive and receipt program payments
- Provide for the payment of the salary of program leaders and instructors
- Set up the courses attached to the programs

- Register the students
- Provide updated registration lists to the academic department & Financial Aid
- Periodically send a worksheet listing all students who have applied for the program and their status to the program director as needed.
- Screen the disciplinary and health records of student applicants and teaching assistants with the Office of Student Conflict Resolution and the University Counseling Center.

International Affairs (IA): The Office of International Affairs can:

- Help with pre-departure orientation of program participants
- Provide state-mandated, supplemental summer study abroad health & accident insurance to instructors & participants
- Provide International Student Identity Cards (ISEC) to program participants, if required by the Director
Discuss Program particulars with the Director Provide some limited financial assistance for student travel through the Thomas W. Rivers Foreign Exchange Endowment Fund

Planning and Executing a Summer Study Abroad Program

The following steps should be taken in sequence.

The Fall Term Prior To the Study Abroad Program:

The dates listed below are suggested for successful planning and implementation of a summer study abroad program. In most cases, the earlier planning begins, the better.

1. **Program Director:** Discuss your plans with your academic department head and seek approval from your department to offer the course or courses. Should you plan to offer multiple courses, some of which maybe in other departments, approvals must be secured accordingly. (September 15)
2. **Program/Faculty Director:** Meet with the summer study abroad staff in Continuing Studies to receive and review the "Faculty Guidelines for Summer Study Abroad Programs," the Program Proposal Application, and the Budget Spreadsheet. DCS will assist with the budget preparation as is necessary. The budget should specify the total amount needed to cover all costs and the anticipated cost per student based upon the expected enrollment. (September 20)
3. **Program/Faculty Director:** If needed, recruit additional faculty, teaching assistants and activity guides for the program. It is important to choose a teaching assistant who is qualified to assist students with their academic work while abroad. The TA must have completed all of the courses that will be taught during the program. Whenever possible, the TA should be a graduate student in the same program as the participants and have some experience in a supervisory role, either as a teaching assistant where s/he had significant responsibility for a classroom or as a resident advisor, or similar responsibility. The TA must adhere to employment requirements as established by the university. (September 25)
4. **Program/Faculty Director:** Upon obtaining departmental approvals and developing a program budget, submit to DCS the program proposal forms supplied to you by DCS, which includes a description of the program, the program title, dates, courses to be offered, faculty who will teach or assist with teaching, program costs, description of travel, housing, classroom arrangements and a discussion of any other matters pertaining to program quality and safety. You must also include a complete syllabus for each course that will be offered and a detailed itinerary. **Submission of the proposal forms must occur by November 1.**
5. **Study Abroad Review Committee:** SSAbRC will review the Director's proposal for proper departmental approvals, safety measures and concerns, logistical arrangements and budget requirements. If all is in order, the proposal will be signed and approved by DCS and IA representatives. Should there be further concerns the proposal will be returned to the Director for further work.

6. ***Division of Continuing Studies:*** Upon final approval of the budget a program account will be established to receive and receipt program fees. All monies received will be deposited in the program's accounts. Payment deadlines will be discussed with the faculty, and a deadline for locking in a program budget will be determined. **No budget changes will be allowed inside of 60 days prior to the program's departure date without approval from the DCS SSAb Coordinator and without extreme circumstances to be documented. (November 5)**

Program/Faculty Director: Ensure that students observe the following deadlines for receipt of program payments. Please note that payments **can** be turned in before these deadlines – but **not after**. Students must pay in full before departing for the program.

Payment Deadlines

January 31	\$75 non-refundable Application Fee
January 31	\$200 Program Fee Deposit
February 28	50% of balance of Program Cost
March 30	Remainder of Program Cost

***Note** – It is possible that Financial Aid Funds may not be released prior to the departure date of the summer program. In order to remain a viable participant in the program The SSAb Office requires Financial Aid documentation from the student verifying the Financial Aid allocation. If the coverage is less than the program cost the student will be required to pay the difference prior to departure, and in accordance with the established payment deadlines.

Should enrollment and revenues fall short at any one of the payment due dates, DCS will contact the Director to discuss the viability of the program. In addition, the Director will inform DCS of any dates when airlines, hostels, etc., require firm and non-refundable payments. Should anticipated revenues appear insufficient to justify such payments; the program will be canceled in consultation with the Director, the Dean and IA. It is important to note that expenses for the program will not be paid unless there is money in the program account to cover the cost.

7. ***Program/Faculty Director:*** In consultation with DCS, produce and distribute advertising materials (posters, brochures, web pages, etc.) which clearly indicate:
- Program Title
 - Dates of Program (including any orientation meetings)
 - Courses to be Offered
 - Faculty who will Teach
 - Program Cost (including a brief statement of what will and what will not be included)
 - Registration Information

- Deadline for Pre-registration and Payment of a Deposit
- Deadline for Payment of the 50% Deposit
- Deadline for Final Registration and Payment of Remaining Program Fees

Note: Please provide The Office of SSAb with all marketing materials prior to being distributed.

8. **Program/Faculty Director and DCS:** Distribute student application form. Directors may distribute program applications to interested students. DCS also has these forms online and in its office. **Please note that faculty may not collect any money from students.** Once the application is completed, the student should bring the application, along with the non-refundable application fee and any deposit, to DCS for processing. (November 5)
9. **Program/Faculty Director:** Recruit sufficient numbers of students to cover all costs contained in the budget. Students participating in Summer Study Abroad programs must possess a minimum 2.0 cumulative grade point average by the end of the Fall semester prior to the program, and remain in good academic standing with the university. In some cases the GPA will be monitored closely and re-checked at the conclusion of the Spring semester to ensure compliance with the minimum GPA requirements. Professors within individual programs reserve the right to require a higher GPA where appropriate. If so, DCS must be notified, and indicated an all program materials. (November 5 – January 31)
10. **Continuing Studies:** DCS will submit student applicants' names to the Counseling Center for review. The Office of Student Conflict Resolution will also conduct thorough Judicial Records a check on each student and report its findings to Continuing Studies. If a student's prior conduct warrants it, he or she may be dismissed by SSAb and the Faculty Director. If a student's prior conduct is of concern to the faculty director, but does not reach the level of requiring dismissal, the Office of Student Conflict Resolution can arrange a meeting with the student, the faculty director and SSAb Coordinator to communicate expectations for the trip. If an enrolled student fails to meet the expectations of the Program Director during the on-campus portion of the study, or prior to leaving, the Director may remove the student from the program by submitting the student's name to DCS. The student will receive a refund of fees based on the refund and cancellation policy. It is preferable to remove a student who causes concern prior to departure.

Early In The Spring Term Preceding The Program:

11. **Continuing Studies:** Receive and receipt student payment of the non-refundable application fee. Neither the deposit nor the deadline for its receipt will be waived even when the student is applying for financial aid. (January 31)
12. **Continuing Studies:** Immediately after the deadline for receipt of deposits, determine the number of pre-registrants. DCS will provide a fiscal status report to each director and

should the program not be funded, discuss the option of canceling the program or continuing to recruit. (January 31, February 28, March 31)

13. ***Continuing Studies:*** After the deadline for final registration and payment of all fees, inform the Director of the total number of registrants and the total receipts. DCS will also send a copy of the class roster to the Office of Financial Aid. If receipts are insufficient to pay program costs as they are incurred, discussions will be held with the Director and dean concerning the possibility of cancelling the program. (March 31)
14. ***Program/Faculty Director:*** Prepare and submit to Continuing Studies a Travel Authorization Form with departmental signatures of approval. All faculty members and teaching assistants participating must submit one of these forms prior to departure. (March 31)
15. ***Program/Faculty Director:*** From this point on, ensure that proper invoices for program expenses are forwarded promptly to DCS. Pay for as much as possible in advance, using money from your program account. **Submit any contracts with third party vendors to DCS so that they can be reviewed by the university attorney and approved by the Provost and Vice Chancellor for Academic Affairs. (April 1)**

Note: The approval process for contracts can be extremely time consuming! Begin the process early. Directors do not have the authority to sign a contract for the university.
16. ***Continuing Studies:*** Write letter(s) of appointment to program directors and any other faculty member(s) participating in the program. (April 30)
17. ***Program/Faculty Director, International Affairs & Continuing Studies:*** Ensure that students and faculty are signed up for the required insurance. DCS submits the insurance forms and arranges for payment; International Affairs arranges the insurance; DCS provides the insurance cards to the Director who distributes them to students. The insurance coverage will cover the actual program dates. Should faculty or students wish to purchase additional coverage for an extended stay they must contact International Affairs. (April 30)
18. ***Continuing Studies:*** Host a pre-departure orientation for faculty to cover expenses, receipting, responsibility, behavior and safety, emergency procedures and dismissal protocol. (January-April)
19. ***Program/Faculty Director:*** Provide two orientations (if possible) prior to departure for students that include customs and political concerns, expected behavior and consequences for misbehavior, roles of program director, other faculty and teaching assistants, the host institution (if any), language and safety. Include the Coordinator of SSAb to discuss Code of Conduct, Emergency procedures, and Dismissal protocol. (April-May)

Conduct Of The Program:

20. **Program/Faculty Director:** Conduct the program in accordance with high academic and administrative standards. (May-August)

Note: The program director will collect proper receipts for any expenditure to be reimbursed. **Absolutely no personal items should be submitted for reimbursements.** DCS will provide more information and guidance on tracking and filing appropriate expenses when the program director meets with DCS staff to plan the program.

21. **Program/Faculty Director:** Distribute and collect student program evaluations, which will be submitted to the SSAb Coordinator upon return, to be reviewed by DCS and International Affairs.

Immediately After The Conduct Of The Program:

22. **Director:** Key grades for each student directly to the system in the way grades are keyed for the regular term. Submit a properly completed Travel Reimbursement Form and Expense Report with original receipts to Continuing Studies within 30 days of trip's end; meet with DCS to review the expense report and the status of the program's budget and the disposition of any remaining balances.

Please note: No reimbursements can be made or salaries paid until all bills are paid, and all paperwork is completed and reviewed for accuracy. It is imperative that all paperwork is submitted to DCS in a timely manner. Should expenses be greater than budgeted, the excess will be subtracted from the contracted salaries. Any balances remaining in the account after payment of all expenses and salaries will be refunded to the students. Should the refund equal less than \$25.00 per participant, the monies will be transferred to an SSAb administrative account designated for SSAb emergencies.

THE PROGRAM BUDGET

Please note that all Summer Study Abroad programs must be completely self-supporting. Program directors must therefore be careful to include in the program budget all projected expenses (including faculty salary, travel, and lodging costs and the \$75.00 per student application fee).

Each program must pay for itself, even when one academic unit is producing several programs. No money will be carried over into accounts from one year to the next, and directors may not include carry over money into their budgets.

In preparing their budgets, directors should divide their presentations into two parts:

A. Description of Fixed Costs.

Fixed Costs are those which must be recovered regardless of the number of participants. These **fixed costs would include** (but not necessarily be limited to): the **salary and personnel benefits of the director and any other instructors; the travel and lodging costs of the director and any other instructor; the costs of producing and distributing**

publicity brochures; telephone and FAX expenses; the rental of classrooms; and the cost of recommended health and accident insurance for leaders of summer study abroad programs.

B. An Indication of Variable Costs

Variable Costs depend on the number of student participants in the program. These would include (but not necessarily be limited to): **the \$75.00 registration fee; the rental of student rooms; expenses for providing student meals; the costs of admissions to museums and cultural events; charges for the International Student Identity Card (ISIC); and the cost of state-mandated health and accident insurance for participants in summer study abroad programs.**

The Total Budget for the program is the **sum of both the Fixed and the Variable Costs.** The course fee charged to each student is the total budget divided by the number of students. It is important to arrive at a course fee which will result in the recovery of all costs and at the same time be low enough to encourage student participation. The following presentation of a sample budget should provide some useful tips. But please bear in mind that each program's budget is unique and may or may not include—or be limited to—the several items described below.

SAMPLE PROGRAM BUDGET

A. Fixed Costs

- Faculty's/TA's Salary (indicate basis for computation of the amount, e.g., a percentage of annual nine months contract, up to a maximum (16.67%) allowed for teaching on campus summer courses. In no case can a program instructor be paid more than what he or she would make if teaching on campus summer courses.)
- Faculty's/Personnel Benefits (e.g., Social Security, Retirement Contribution)
- Costs of Printing and Distributing Brochures
- Rental of Classrooms
- Faculty's/TA's Travel (airfare, local ground transportation, parking, etc.)
- Faculty's/TA's Per Diem Expenses (indicate basis of deriving the daily rate, for example "state rate for out-of-state travel")
- Cost of Vehicle Rentals (e.g., minibuses)
- Telephone and FAX
- Miscellaneous Supplies (Paper, Copies, Postage, etc.)
- Recommended State of North Carolina Health & Accident Insurance for Leaders of Summer Study Abroad Programs (\$2.22 per day per person)

TOTAL FIXED COSTS \$xxx

B. Variable Costs

- \$75.00 Application Fee
- International Airfare
- Ground Transportation (trains, taxis, etc.)
- Room Rental in Dorms or Hostels (indicate basis of cost)
- Cost of Meals (indicate basis of cost)
- Books and other Educational Materials
- Tickets to Museums and Cultural Events
- Mandated State of North Carolina Health and Accident Insurance for Student Participants in Summer Study Abroad Programs (\$1.00 per day per student)
- International Student Identity Card (ISIC)

TOTAL VARIABLE COSTS \$xxx

Hint One: you may wish to collect only some of the above costs as part of the program expense and ask students to bring sufficient money to cover other costs—e.g., bus fares and tickets to cultural events—out-of-pocket. That will simplify accounting.

Hint Two: Figure the cost per student, and then multiply the total by the number of students.

TOTAL PROGRAM COSTS = Fixed Costs + Variable Costs = \$xxx

COST PER PARTICIPANT = Fixed Costs + Variable Costs = \$xxx divided by the number of participants

Hint Three: We **strongly** encourage directors to budget a 5 percent contingency fee to cover fluctuations in exchange rate, costs for gas, airfare, and unanticipated expenses.