

**FORM INFORMATION**

This form should be completed and uploaded as part of a KU-Led Program Proposal. This form is not shared with participants, however information on this form is used to build the program brochure and for the International Office to assist in advising participants.

**COST SHEET**

The following information and expenses are determined using the Budget Breakdown Template.

What is the minimum number of participants required for the program to be financially viable?	
What is the maximum number of participants (enrollment capacity) for the program	
<b>Program Charge:</b> (Use the budget breakdown template to determine a Program Charge)	\$
<i>Participants pay a \$300 deposit, which includes the Study Abroad Application Fee. This fee is part of the Program Charge and will be deducted from the \$300 deposit by the International Office.</i>	
<b>Kutztown University Tuition and Fees:</b> (Student Accounts: <a href="#">Summer</a> , <a href="#">Winter</a> , <a href="#">Undergraduate</a> , <a href="#">Graduate</a> ) Mark the amount of tuition and fees students should be charged for this program.	<input type="checkbox"/> No KU Credit <input type="checkbox"/> 3 credits <input type="checkbox"/> 6 credits

The following expenses are not included in the Program Charge. Participants are responsible for making their own arrangements and covering these costs independently.

<b>Immigration or Entry Costs:</b> (Including visa, entry stamps, photos, visitor fees, or required immunizations)	\$
<b>Passport:</b> (\$165 for a new or \$130 for a renewal)	\$ 130 - 165
<b>Estimate for Flight:</b> (Provided a roundtrip estimate)	\$
<b>Estimate for Ground Transportation On-Site:</b>	\$
<b>Estimate for Meals:</b> (For non-group and non-included meals)	\$
<b>Estimate for Health Insurance:</b> (KU's insurance vendor charges about \$12/week)	\$
<b>Estimate for Books and Supplies:</b>	\$
<b>Estimate for Personal Expenses:</b> (Incidentals, daily living costs, SIM card, etc.)	\$
<b>Other:</b>	\$
<b>Other:</b>	\$
<b>Other:</b>	\$

**DATES AND DEADLINES**

**WHAT IS THE EARLY APPLICATION DEADLINE:** \_\_\_\_\_

*Early deadlines encourage students to apply sooner. This helps Program Leaders track recruitment progress and plan accordingly.*

**WHAT IS THE FINAL APPLICATION DEADLINE:** \_\_\_\_\_

*Final deadlines are the last date students can submit or complete applications. After this date, no new applications can be started, and no incomplete applications can be submitted. This date is not advertised to students.*

**HOW WILL THE PROGRAM LEADER BE REVIEWING APPLICATIONS?**

- Rolling basis until the early deadline.       Only after the early application deadline.
- Rolling basis until the final deadline.       Only after the final application deadline.

**WHAT IS THE DEPOSIT DEADLINE:** \_\_\_\_\_

*It is recommended to have at least two weeks between the final application deadline and deposit deadline due to administrative processing time needed between multiple offices.*

**WHAT IS THE DEADLINE TO PAY THE PROGRAM CHARGE BALANCE (AND TUITION AND FEES):** \_\_\_\_\_

*It is recommended to have at least two weeks between the deposit deadline and the deadline to pay the remainder of the program charge and tuition and fees (if applicable), due to administrative processing time needed between multiple offices.*