



KU-LED Study Abroad/Away Program Budget Summary

This form should be completed and uploaded as part of the KU-Led 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.

Proposed Program Title:	
Program Leader Name:	
PARTICIPANT INFORMATION	
Number of Participants Required to Financially Break Even:	Estimated Number of Desired Participants:
PROGRAM CHARGE PER PARTICIPANT	
Use the Proposal Budget Breakdown excel spreadsheet to determine the costs for your program. The Proposal Budget Breakdown will be reviewed and approved by campus stakeholders before the program is approved. The Proposal Budget Summary is used to understand all associated study abroad costs and to include these costs in the online program brochure.	
TOTAL EXPENSES MINUS TUITION & FEES REVENUE:	\$
GRANTS/OTHER FUNDS: <i>(Confirmed grants & other funds that can be used to off-set the total cost.)</i>	(\$)
COST PER PARTICIPANT: <i>(Calculated = Total Expenses – grants / # of participants)</i>	\$
COST PER PARTICIPANT PLUS 4% RESERVE: <i>(Calculated = Cost Per Participant x 1.04)</i>	\$
FINAL PROGRAM CHARGE: <i>(Round the per participant cost to create the advertised amount that will be marketed to participants and shown on the brochure.)</i>	\$
PARTICIPANT EXPENSES NOT INCLUDED IN THE PROGRAM CHARGE	
Pre-Determined Expenses	
Study Abroad Application Fee: <i>(This fee is calculated as part of the Program Charge and is taken by the International Office from the \$300 Program Charge Deposit.)</i>	\$39
Passport: <i>(Passport Book = \$130 and the Execution (acceptance) Fee For first time applicants = \$35)</i>	\$130 – 165
International Insurance	\$11 /week
Mark All Applicable Expenses	
<input type="checkbox"/> Kutztown University Tuition and Fees: <i>(The Office of Student Accounts will determine the price)</i>	
<input type="checkbox"/> External College/University Tuition and Fees	\$
<input type="checkbox"/> External Program Provider Fees	\$
<input type="checkbox"/> Immigration or Entry Costs: <i>(Including visa, entry stamps, photos, visitor fees, or required immunizations)</i>	\$
<input type="checkbox"/> Estimate for Meals: <i>(For non-group and non-included meals)</i>	\$
<input type="checkbox"/> Estimate for Books and Supplies	\$
<input type="checkbox"/> Estimate for U.S. Airport Transportation	\$
<input type="checkbox"/> Estimate for "Free-Time" Ground Transportation On-Site	\$
<input type="checkbox"/> Estimate for Personal Expenses: <i>(Incidentals, daily living costs, SIM card for cell data, mobile WIFI unit, etc.)</i>	\$
<input type="checkbox"/> Other:	\$
<input type="checkbox"/> Other:	\$
<input type="checkbox"/> Other:	\$
General Budget Notes:	

MARKETING AND ADMINISTRATION DETAILS

Is there an additional fee for a single room? *If yes, specify the amount.* ☐ N/A ☐ No ☐ Yes:

☐ N/A ☐ No ☐ Yes:

Is there an additional fee for non-students? *If yes, specify the amount.* ☐ N/A ☐ No ☐ Yes:

☐ N/A ☐ No ☐ Yes:

Will you be using an early-application discount?	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

If yes, describe it in the Administration Notes below

☐ No ☐ Yes

Do you have an early application review deadline?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Early deadlines are encouraged for competitive programs.

☐ No ☐ Yes:

The final application deadline: _____

After this date the application will be closed to new applications, however the brochure will remain live and its information accessible. Program Leaders may request the application to be opened for specific individuals on a case-by-case basis.

The \$300 Program Charge Deposit payment deadline: _____

It is recommended to have some time between the application deadline and deposit deadline due to administrative lag.

The Program Charge Balance payment deadline: _____

The Program Charge may be refundable, before the Program Leader has started making payments, after which, a pro-rated refund may be available. Refunds are discussed with the Program Leader before any are issued.

When is the first payment due to external vendors/partners? :

Do your vendors/partners need a contract signed? ☐ No ☐ Yes Submit contracts to studyaway@kutztown.edu

Do not sign any contracts/agreements. Only the Controller and/or Procurement can sign contracts for study abroad/away programs.

Describe any start-up costs either in the previous trip cost center, grants, or department funds?

Administration Notes: