



Faculty-led Study Abroad Program Renewal Authorization

Instructions: Use the Tab key to jump to the next field. Use the Space Bar to check a box.

Basic Information

Faculty Program Leader #1

Faculty Program Leader #2 (if any)

Department / School

Program Term

Destination(s)

Partner Institution (if any)

Program Last Offered

New Program Dates

Study Abroad Dates:

Depart

Return

Price per student

Price is estimate subject to change

Other Changes from Previous Program

Signatures

Faculty Leader 1 _____ Date _____

Faculty Leader 2 _____ Date _____

Department Chair _____ Date _____

Dean _____ Date _____

Director, International Affairs _____ Date _____

Please PRINT the form for signatures, and then send the signed copy to the Study Abroad Office Box 1616.

Program Budget

In this section, enter as many costs as you know at this point and estimate the rest. Under Budget Notes, indicate other sources of program income (EUE grants, other endowment support, etc.)

(complete items applicable to your program)

	Student Costs	Faculty Costs
Airfare		
Lodging (Hostels/Hotels, Home stays)		
Meals included in program		
Ground Transportation		
Classroom/facilities rental		
Guest Speaker honoraria		
Tips or Gifts		
Miscellaneous expenses		
TOTALS		

Price per student

Price is estimate subject to change

(Total of Student Costs + Total of Faculty Costs)/projected # of students

Budget Notes

What is included in the price per student

Check the radio button as appropriate for each item. The pre-checked items are always included or excluded.

	Included	Not Included
Airfare		
Lodging		
All Meals		
Some Meals Only		
Ground Transportation		
Books and Materials		
University-provided Health Insurance	<input checked="" type="checkbox"/>	
SIUE Tuition for registered credits		<input checked="" type="checkbox"/>
SIUE Technology Fee		<input checked="" type="checkbox"/>
SIUE Study Abroad Fee		<input checked="" type="checkbox"/>
Passport		<input checked="" type="checkbox"/>
Visa		
Personal Expenses		<input checked="" type="checkbox"/>
Other		