

INSTRUCTIONS FOR COMPLETING THE STUDY AWAY BUDGET PROPOSAL

If you are applying for financial aid from Williams College (including student and parent loans) and plan to study away at an approved program, you must complete a budget proposal. If you will attend more than one program during the academic year, a separate budget proposal for each program is required. Do not submit your study away budget proposal until after you have been accepted by your program, approved by the CAS to attend the program, and can document all of the costs associated with your program. *You must attach a copy of your acceptance letter or email to your budget proposal.*

Section A: INFORMATION ABOUT YOUR PROGRAM:

This section must be completed in its entirety. Provide complete information about your program including the name of a contact person and any scholarship/aid you will receive from your program. Since Williams College is required to obtain a consortium agreement from your program, the complete address must be included.

Section B: INFORMATION ABOUT YOUR COSTS:

All expenses must be converted to US dollars.

This section is divided into two parts. Direct charges are the program costs billed by your program. You must determine **exactly** what your program will be billing you and **exactly** what the program includes in these charges. Indirect expenses are all the other costs that you will incur as part of your program.

Documentation of Direct Charges:

You must attach documentation of the direct charges. A copy from the catalog or a statement from the program detailing the charges for the appropriate period of attendance is acceptable. This information may be available from the program's website or from your contact person at the program. Be sure that the documentation is for the appropriate year/semester.

Documentation of Indirect Expenses:

Once you have determined the billed or direct charges, you should investigate the indirect – or non-billed – expenses for the program. Information about many of these expenses (books, personal needs, commuter travel, etc) is included in the information from your program or may be obtained from your program contact. Another source is students who have previously attended the program. The Dean's Office has a notebook of impressions from students who have studied away that can serve as a guide. Please note that if the amounts you list do not seem reasonable, you will be asked to supply documentation.

A reasonable allowance to cover expenses during the vacation/break period of the program will be part of your budget. A maximum of \$100/day will be allowed. You must indicate the dates of your vacation/breaks to have these costs included.

The cost to travel from your home to your program will be part of your budget. Many programs include a group flight as part of their billed costs. If this is the case, this expense should be included in the Direct/Billed Charges section. If travel *is not* included as part of the billed program charges, you should include the cost for a round-trip in the Indirect Expenses section. Please read all of the program literature to see if they use a travel agency that provides discounted flights. You should investigate the cost for travel either with a travel agent or online.