Study Away

ANN LUNDHILD
MARY KATE SHEA
First Steps

- Research programs
  - Costs
  - Requirements
  - Deadlines
- Read the Study Away Policies and Procedures you received tonight
- Get Admitted to the Program and Approved by Committee on Academic Standing
- Discuss the budget with your parents so that you and your family are on board and understand the costs
- Apply for aid
  - Submit Supplemental Study Away Forms
Applying for Aid

- The application process remains the same
- Financial Aid Application (17-18 Due April 5th)
  - FAFSA
  - CSS Profile
  - IDOC Packet
- Supplemental Study Away Documents (Due before you leave campus)
  - Study Away Budget Proposal Form (included in packet)
  - Supporting documentation of costs
  - Program Acceptance letter
- Study Away Program Bill
- Renew any scholarships, and apply for scholarships from your program
  - Scholarships can offset packaged loans
Studying Away in Spring ’18?

- 2018-19 Aid Applications will be available in October 2017
- We recommend completing your 2018-19 application before leaving the country
  - 2018-19 FAFSA
  - 2018-19 CSS Profile
  - Complete IDOC Packet
    - 2016 Parent Tax Returns and W-2s (Custodial and Non-custodial)
    - 2016 Student Tax Returns and W-2s (OR Non Tax Filer Statement)
    - 2018-19 Dependent Verification Worksheet
Completing the Study Away Budget

- You must complete all sections
  - Williams-Exeter Programme at Oxford University and Mystic Program students do not need to complete a Study Away Budget
- Do not submit a tentative budget
- Most information can be obtained from the program’s website
- You may need to research your indirect or “out-of-pocket” expenses
  - International Education and Study Away Office
  - Program Contact
Completing the Study Away Budget

- Check your program’s website for their cost of attendance
Completing the Study Away Budget

- Sample Costs
- You can use the online costs as a starting point to complete your Study Away budget proposal.
- The International Education and Study Away Office or program contact may be able to help.

## Buenos Aires - Latin American Societies & Cultures

### Academic Year Program Fee (invoiced by IES Abroad)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$22,145</td>
</tr>
<tr>
<td>Housing/meals while classes are in session (students choose one)</td>
<td>$5,900</td>
</tr>
<tr>
<td>Homestay, 10 meals per week</td>
<td></td>
</tr>
<tr>
<td>Residence hall, 10 meals per week with partial kitchen access (can take additional housing fee; see Additional Fees for Special Options)</td>
<td></td>
</tr>
<tr>
<td>Health insurance</td>
<td>$150</td>
</tr>
</tbody>
</table>

| Total IES Abroad Program Fee | A= | $28,615 |

### Additional Fees for Special Options Associated with Tuition and Housing (invoiced by IES Abroad)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Study fee for courses AR1264 (The Making of Patagonia: An Interdisciplinary Approach)</td>
<td>$950</td>
</tr>
<tr>
<td>Housing/Meals</td>
<td></td>
</tr>
<tr>
<td>Residence Hall Option Fee</td>
<td>$2,400</td>
</tr>
<tr>
<td>School of record transcript (if required)</td>
<td>$75</td>
</tr>
</tbody>
</table>

| Total Additional Fees | B= |       |

### Additional Estimated Expenses for Student Budgeting Purposes (select those that apply)*

- The following expenses are estimated and will vary due to individual needs, spending habits, and fluctuating exchange rates.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required IELTS (Identity Summary Check fee (paid with application to IES)</td>
<td>$20</td>
</tr>
<tr>
<td>Additional application fee (if only one)</td>
<td>$85</td>
</tr>
<tr>
<td>Criminal Record Certificate, visa application, background, and subsequent translation</td>
<td>$33</td>
</tr>
<tr>
<td>Tuition Fee (paid online before entering Argentina)</td>
<td>$1,800</td>
</tr>
<tr>
<td>Round-trip airfare (varies with point of departure and carrier)</td>
<td>$1,050-1,850</td>
</tr>
<tr>
<td>Textbooks, copyright permission fees, course packets and other course-related materials</td>
<td>$140</td>
</tr>
<tr>
<td>Residence Hall deposit (for magnetic entry card, room key, wardrobe key, and kitchen kit) refundable upon return of all items in good condition</td>
<td>$25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average cost of meals not included in IES Abroad housing/meals fee by housing type (while classes are in session)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay</td>
<td>$4,400</td>
</tr>
<tr>
<td>Residence hall</td>
<td>$4,205</td>
</tr>
</tbody>
</table>

| Total Other Estimated Expenses | C= |       |

### Total Estimated Budget

Please add the totals in boxes A, B, and C above and place the sum in the box:

A + B + C = Total Estimated Budget
Sample Budget - Section A

Ensure you have provided the complete name and address of your contact
We will send them a form so it is important the information is correct.
### Sample Budget - Section B

#### Direct (Billed) Program Charges

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$22,150</td>
</tr>
<tr>
<td>Room and Board (if billed together by program)</td>
<td>5,900</td>
</tr>
<tr>
<td>Room (if billed by program)</td>
<td>2,400</td>
</tr>
<tr>
<td>Board (if billed by the program)</td>
<td></td>
</tr>
<tr>
<td>Required fees (list)</td>
<td>Health Insurance</td>
</tr>
<tr>
<td>(do NOT include refundable charges)</td>
<td>550</td>
</tr>
<tr>
<td>Round trip fare if billed by the program</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL of Direct/Billed Charges** $31,000

#### Indirect (Non-billed, out of pocket) Expenses Associated with Your Program

- **You must attach a copy of your lease to document your rent if not billed by the program**
- Food/Meals not billed by program: $4,285
- Round trip airfare to get to and from program (if not billed by the program): $1,200
- Travel cost from home to departure site: $265
- Passport/Visa: $265
- Vaccines/Immunizations/Shots: $200
- Books & Supplies: $440
- Personal expenses (laundry, entertainment, etc.): $2,000
- Required fees (list) (do not include refundable charges): $2,000
- Local / commuter travel: $810
- **Required** field trips (not included in direct charges): $2,900

**TOTAL of Indirect Expenses** $9,000

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Two parts:

**Billed Costs:**

Include documentation of how you arrived at your costs. This can include a copy of the bill (if you have it), or a copy of the information from their brochure or website.

**Indirect (Out-of-Pocket) Costs:**

Harder to estimate, try to be as accurate as possible. Most programs can provide costs from past students. **DO NOT** submit a “tentative” budget; should be your final documented costs.

We will not process your aid without this proposal.

Mystic and Williams-Exeter Programme at Oxford do not require a budget proposal.
Determination of Aid

- **REMEMBER** your Family Contribution remains the same
- We use your Study Away budget to determine your aid
- Financial Aid = Study Away budget minus Family Contribution
  - If your Study away budget is more than the Williams budget, we will use the Williams budget when determining grant
  - Loans can offset higher costs
- **Self Help: Campus Job and Loan**
  - Campus job component is replaced by a loan since you won’t be on campus
- **Grant Aid**
  - Covers your remaining need after your self help
Sample Award with Refund

**Study Away Budget:**
- billed charges: $31,000
- Indirect or out-of-pocket costs: $9,000
- Study Away fee: $1,500

Total Budget: $41,500

- Family contribution: $4,000

**Financial Aid:**
- Loan: $2,700
- Study Away Grant: $1,500
- Williams Grant: $33,300

Total Financial Aid: $37,500

**Student Bill:**
- Study Away Fee: $1,500
- Bill from Study Away Program: $31,000

Total Billed Charges: $32,500

Total refund (Aid minus billed charges): $5,000

Remaining Out-of-Pocket Costs are paid from Family Contribution
### Sample Award with No Refund

#### Study Away Budget:
- billed charges: $31,000
- Indirect or out-of-pocket costs: $9,000
- Study Away fee: $1,500

**Total Budget:** $41,500

#### Financial Aid:
- Loan: $6,700
- Study Away Grant: $1,500
- Williams Grant: $8,300

**Total Financial Aid:** $16,500

#### Student Bill:
- Study Away Fee: $1,500
- Bill from Study Away Program: $31,000

**Total Billed Charges:** $32,500

**Total due to program (billed charges minus aid):** $16,000

All Out-of-Pocket Costs paid from Family Contribution

The study away grant fully covers the study away fee charged to your Williams Student Account.
**Sample Award How a Scholarship helps**

**Study Away Budget:**
- billed charges: $31,000
- Indirect or out-of-pocket costs: $9,000
- Study Away fee: $1,500

Total Budget: $41,500

- minus Family contribution: $25,000

equals Financial aid:
- Program Scholarship: $5,000
- Loan: $1,700
- Study Away Grant: $1,500
- Williams Grant: $8,300

Total Financial Aid: $16,500

**Student Bill:**
- Study Away Fee: $1,500
- Bill from Study Away Program: $31,000

Total Billed Charges: $32,500

Total due to program (billed charges minus aid): $16,000

All Out-of-Pocket Costs paid from Parent Contribution

Scholarship can either reduce loan burden, or loan can be used for Family Contribution

The study away grant fully covers the study away fee charged to your Williams Student Account.
When will the funds be available?

- Financial Aid awards are available in early July for complete applications
- Spring Revisions will begin in November (once your Study Away Forms are complete)
- Funds are sent in Mid-August/early January and early February
- What if my deadline is earlier?
  - Submit any forms from the program that document the aid we will send
  - With advance notice we will notify the program of your aid
  - Don’t wait until the day before your bill is due to ask for this
  - If your aid does not cover the full balance due, make sure you pay the difference
- All outside scholarships should still be sent to Williams
  - We will forward these funds on your behalf
Different Fall and Spring Programs?

- Financial Aid will not be aware of your intention to study away in the spring, even if the International Education and Study Away Office is aware.
- You will need to submit two different budgets, one for your fall program and one for your spring program.
- Your initial July award will be based on Williams costs in the spring.
- Your spring aid will be adjusted in November or December based on the spring study away budget you submit in the fall.

**YOUR WILLIAMS GRANT WILL CHANGE FOR THE SPRING!**

- Do not base spring plans on the initial spring aid amount.
Program Deposits

- Does the deposit pose a financial hardship?
  - Make an appointment with: Ann Lundhild
  - Bring a copy of your acceptance letter
    - We can help!
Passports

- If you don’t have one, get one now
- If your passport will expire while you are away, or shortly after your scheduled return, renew it now
- Processing times are between 6-8 weeks, but could take longer
Visas

- Research deadlines, timeframes and requirements
- May require a letter from Financial Aid, request this early! (Do not email me from the Consulate!)
- May require an in-person Consulate visit
  - Do NOT make the appointment until you have submitted a complete Study Away Application
  - Confirm you have all necessary documents prior to your appointment
Health Insurance

- Make sure you are adequately covered
- Check the handout for specific considerations and detailed information
- You may enroll in the College’s Health Insurance by completing the required enrollment forms
- If you do not need the College’s Health Insurance, you must complete the waiver just as if you were on campus
- Specific questions should be directed to Williams College Health Center
Bursar’s Office

- We will forward your Financial Aid credits to your Program

- Study Away Bills
  - Submit to our office as soon as you receive it
  - Any balance due after we forward your aid is your responsibility

- Do NOT enroll in the TMS Payment Plan
  - If you have a remaining balance with your program contact them directly for any payment plan options

- Past Due Balances
  - A past due balance will be satisfied prior to any aid being forwarded
  - The amount sent to your program will not exceed the total of your aid minus any balance still due at Williams
Credit Balances

- If your Williams account is paid in full, you may request a refund
  - Complete the Student Account Refund Form
  - Submit this prior to leaving campus, even if you aren’t sure you’ll have a credit balance
  - Direct Deposit is highly encouraged as well
    - This is different from your payroll direct deposit
  - All forms can be found on either the Bursar’s Office or the Controller’s Office website, or at the Bursar’s Office on 1st floor of Hopkins Hall

- Refer to your handout for links to these forms
Questions?