

## 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.* **Keep a copy of your completed budget for your records.**

### **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. Students' evaluations of programs can be found on the International Education and Study Away website and can only be accessed if you are on campus using Purple Air. If a program is not found on the website, there are binders with other evaluations located in their office for you to review. 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 and provide documentation of the dates (academic calendar or letter from the program indicating the vacation dates) to have these costs included.

The cost to travel from your home to your program will be part of your budget. Some 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.

Name \_\_\_\_\_ Williams ID # \_\_\_\_\_ Class \_\_\_\_\_

Study Away Program \_\_\_\_\_ Country \_\_\_\_\_

**Section A: INFORMATION ABOUT YOUR PROGRAM:**

Exchange Rate \_\_\_\_\_ = \$1 U.S.

Program Address \_\_\_\_\_  
 \_\_\_\_\_  
 Program Contact Person \_\_\_\_\_  
 Program Telephone # \_\_\_\_\_  
 Program FAX Number \_\_\_\_\_  
 Program Email \_\_\_\_\_

Academic Year   
 Fall Term   
 Fall Term/And WSP   
 WSP/And Spring Term   
 Spring Term

Duration of Program: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Month Day Year Month Day Year

I have applied for a scholarship/aid from the program: YES NO (circle one).

If yes, indicate the amount of scholarship you will receive: \$\_\_\_\_\_ If the program has not yet provided information about your award, you must inform the Office of Financial Aid **directly** of the amount of your award.

**Section B: INFORMATION ABOUT YOUR COSTS:**

I will live: in housing provided by the program  with a family in a home-stay situation  off-campus

<b>Direct (Billed) Program Charges</b>	Proposed (US \$)
Tuition	\$ _____
Room (if billed by program)	_____
Board (if billed by the program)	_____
Room and Board (if billed together by program)	_____
Required fees (list) _____	_____
(do NOT include refundable charges) _____	_____
Round trip fare if billed by the program	_____
<b>TOTAL of Direct/Billed Charges</b>	<b>\$ _____</b>

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

Housing (off campus) Include rent and utilities \_\_\_\_\_  
**You must attach a copy of your lease to document your rent if not billed by the program**  
 Food/Meals not billed by program \_\_\_\_\_  
 Round trip airfare to get to and from program (if not billed by the program) \_\_\_\_\_  
 Travel cost from home to departure site \_\_\_\_\_  
 Passport/Visa \_\_\_\_\_  
 Vaccines/Immunizations/Shots \_\_\_\_\_  
 Books & Supplies \_\_\_\_\_  
 Personal expenses (laundry, entertainment, etc.) \_\_\_\_\_  
 Required fees (list) \_\_\_\_\_  
 (do not include refundable charges) \_\_\_\_\_  
 Local / commuter travel \_\_\_\_\_  
**Required** field trips (not included in direct charges) \_\_\_\_\_  
**Provide Documentation that this is required**  
 Vacation/breaks: Transportation \_\_\_\_\_  
 Date \_\_\_\_\_ to \_\_\_\_\_ Housing \_\_\_\_\_  
 Date \_\_\_\_\_ to \_\_\_\_\_ Food \_\_\_\_\_

**TOTAL of Indirect Expenses** \$ \_\_\_\_\_

All information on this form is true and complete to the best of my knowledge. I understand that I will not receive more Williams Grant if my program cost is higher than the cost of attending Williams. I will inform the Office of Financial Aid directly of all scholarships that I will receive, including scholarships received from my study away program. It is my responsibility to provide a copy of my study away program bill to the Office of Student Accounts. I understand that any past-due balance on my Williams College student account will reduce the amount of funds available to be forwarded to my study away program and that I must make up the difference with the program.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_