

**College of Architecture
University of Oklahoma**

Policy on Student Payments and Deposits for International Programs

STUDY ABROAD PROGRAM PAYMENTS

All study abroad program payments or deposits must be made according to the following guidelines:

- Study abroad program sponsors shall coordinate a minimum of two payment meetings where the faculty or the International Programs Committee (IPC) Liaison and a College of Architecture (COA) staff member are present to receive payments for the program. A fee of \$500 shall be collected at the first payment meeting. This fee will normally be non-refundable except where something happens beyond the control of the student that might justify a refund. The refund decision will be made by the program sponsor and must be approved by the College Administration. The last (i.e. latest) of the payment meetings shall generally be held no later than two weeks before the departure date. In certain instances, however, full payment may be required at a different time, depending upon what is approved by the IPC and College Administration (Dean or his/her designee). Faculty and staff must be aware of the payments made by the students. Other arrangements must be made and approved by the College Administration when payments are due over break periods or holidays, however, these dates should be avoided as often as possible.
- Along with the faculty sponsor, one COA staff member will be the point-of-contact for all study abroad program payments. Within three days following each payment meeting the program's faculty sponsor will provide an updated spreadsheet of participants with a payment schedule and send updates regularly to this staff member.
- Payments may be made with cash, checks, money orders, or credit card. Credit Card payments must be made through the College's Administrative Assistant I or his or her designee. The faculty sponsor must know about these payments beforehand, not afterwards. During the payment meetings the Administrative Assistant I will receive the money and write the receipt. The faculty sponsor must update the spreadsheet when payments are received, and this spreadsheet must be shared in a timely fashion with the Administrative Assistant I.
- The faculty sponsor is responsible for coordinating late payments between the student and the COA staff member. Students who have not paid program fees in total not later than five days before the departure date will be dropped from the roster and will not be allowed to participate in the program. Students shall risk loss of their down payment, in addition to any purchases already made on their own in preparation for the trip.
- A fee will be added to all program costs. The fee shall be included in the program budget and will be prorated as follows:
 - 4 week or less study abroad program - \$100.00
 - 5-8 week study abroad program - \$200.00
 - 8 week or more study abroad program - \$300.00

This fee will be used by the College's IPC for growth of programs, scholarships or other support of programs according to the Committee's operating guidelines. The amount of the fees may vary from time to time when approved by the IPC, Directors and Dean.

- Any surplus of funds at the end of the program cycle in excess of the pre-approved COA program fee from a study abroad program shall be handled as follows:
 - If the remaining balance is greater than 5% of the program cost, the funds may be refunded to the students or may be used by the program sponsors for additional field trips, or other educational activities in keeping with

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the approved program syllabus and budget. However, these uses must be approved *a priori* by the Dean or his or her designee (i.e. the College's International Programs Committee).

- If the amount is less than 5% of the program fee, then the funds will be returned to the general operating fund of the College's International Programs Committee for future use.
- All credit card payments will include a service fee in the amount charged by the credit card company. Where applicable, any other service fees shall be part of the overall budget and costs shall be spread over all students participating in the program.
- Receipt books are provided by the College Administration. A receipt must be issued any time payment is received from students. Timely notice of receipt of funds will be given to the program sponsor when deposits are made by the COA administrative staff.
- Faculty are strongly discouraged from making advance payments through personal accounts for students' travel and lodging expenses. Students shall be instructed to include these costs in their personal budgets.
- Trip insurance, health insurance, travel interruption insurance, and any other related expenses must be included in program costs. The International insurance and an application fee from the OU Study Abroad Office are automatically charged to the College for all study abroad programs.
- Adjustments to budgets, once the program budget has been recommended by the College's International Programs Committee and approved by the College Administration, will be carefully scrutinized and must be justified. Expenses included in budgets and total program fees should be well-researched and should include reasonable contingency funds, including for shifting currency exchange rates. Generally, changes in program costs will only be allowed when extreme conditions beyond the control of the program sponsor require an adjustment. These changes must be presented to and approved by the IPC and College Administration. The objective of all programs is to be self-sustaining without requiring after-program subsidy by sponsors from academic units or from the College.
- Questions concerning study abroad programs or payments for same shall be directed first to the faculty sponsor or to the College of Architecture International Programs Liaison.