

**Domestic and International Faculty-led Travel Courses  
Policy and Procedures  
Effective Date: 08/01/2019**

---

**MESSAGE FROM PROVOST BERGERON:**

As the campus increasingly focuses on the importance of applied learning and high impact programs, we continue to encourage and support the increased offering of both domestic and international travel courses. However, good stewardship of financial resources and increased sensitivity to, and regulation of, risk management requires us to standardize policies and procedures regarding travel courses.

While we recognize that many of our faculty have extensive experience in offering these opportunities to our students, it is important that we closely monitor all components of travel courses to ensure both fair and consistent practices regarding the academic, financial, and safety components of travel courses. This also confirms our compliance with [SUNY Procedure: International Travel with Students](#)

In an effort to ensure these principles, the policies and procedures outlined within shall be effective immediately.

---

**PURPOSE:** To ensure that course related travel by SUNY Potsdam students to domestic and international locations is undertaken in a manner that minimizes foreseeable risks to the student and the College, ensures fair and consistent program budget planning and provides well-organized academic offerings.

---

**SCOPE:** These policies apply to all SUNY Potsdam administered domestic and international travel courses where travel involves a minimum of one (1) overnight stay.

---

**CONTENTS:**

Approval process	pg. 2 – 3
Important considerations	pg. 3 – 6
Timeline & Checklist	pg. 6 – 7
Appendix 1: Travel Course Proposal	pg. 8 – 12
Appendix 2: Travel Course Sample Budget	pg. 13 – 14

## APPROVAL PROCESS

**STEP ONE:** The first steps are to determine both the class registration term AND the specific travel dates for your proposed travel course. Both items will determine whether the student will need to pay tuition for the travel course and/or be able to seek federal and/or state financial aid. To make that determination, please review the following carefully:

Travel Course Registration and Student Financial Aid Considerations			
When will the travel occur?	When is the course registered?	When is tuition paid (in/out of state per credit hour)?	When is financial aid received?
During fall break	FALL	Course is added to fall course load - no additional tuition if student is in full-time status	Aid received in the fall
December/January	WINTERIM	Winterim tuition is paid per credit hour	Half aid increase in the fall; other half in spring
January - all travel starts and concludes within 14 days of the start of the spring semester (SEE NOTE 1)	SPRING	Course is added to the spring course load - no additional tuition if student is in full-time status	Aid received in the spring
During spring break	SPRING	Course is added to the spring course load - no additional tuition if student is in full-time status	Aid received in the spring
May - all travel starts and concludes within 14 days of the end of the spring semester (SEE NOTE 2)	SPRING	Course is added to the spring course load - no additional tuition if student is in full-time status	Aid received in the spring
During summer	SUMMER	Summer tuition is paid per credit hour	To be eligible, students must be registered for min. 6 credits in the summer term. Aid received in the summer - typically after July 1
NOTE (1) Start of the spring semester is the first day of classes			
NOTE (2) End of the spring semester is the last day of final exams			

**STEP TWO:** Send an initial notification to the Office of International Education in the Lougheed Center for Applied Learning – [international@potdham.edu](mailto:international@potdham.edu) – documenting the following:

- a. the proposed study location(s)
- b. the proposed registration term and tentative travel dates
- c. academic discipline(s) and a short description of the anticipated topic and academic focus

***The Office of International Education will send the faculty leader(s) the Travel Course Proposal Form and Budget template to complete.***

**STEP THREE:** Complete the Travel Course Proposal Form, and Budget Template (see Appendices for sample documents) including Department Chair(s) signature and submit it to the Office of International Education with the required supplemental documentation by the deadline. Late or incomplete proposals will not be accepted.

Proposal deadlines:

- Winterim/January term travel	April 1
- Spring course with spring break travel	
- Spring course with travel completion by June 1	October 1
- Summer course with summer travel	

**OFFICIAL CAMPUS APPROVAL:** The Office of International Education will send all proposals to the appropriate Dean(s) along with a request for verification that they have reviewed the proposal in total, addressed any questions or concerns with the faculty, confirmed the proposed faculty compensation and lend their support to the program moving forward.

Student recruitment should begin only after official approval notification has been sent to the faculty leader(s) by the Office of International Education.

---

**STEP FOUR:** *Submission of a proposal does not guarantee approval via the appropriate School curriculum committees and/or general education committee. Faculty leaders are expected to pursue those approvals separately.*

---

**STEP FIVE:** Once approved by the Dean(s), the faculty leader(s) will work with the Office of International Education to finalize logistics, overall program budget and the per student program fee. They will also receive the appropriate training regarding the [SUNY Clery and Title IX Procedures for Domestic and International Travel Programs](#).

Coordination for all aspects of travel courses – including budget administration, creating/adding courses in the Banner catalog, student registration, etc. will be completed along with the Office of International Education.

---

## **IMPORTANT CONSIDERATIONS:**

### **A. ADDED RESPONSIBILITIES OF FACULTY LEADER(S)**

The role of the faculty on a faculty-led course study is demanding and potentially challenging on various levels. Teaching abroad can test one personally, physically, and professionally. When teaching at SUNY Potsdam, faculty generally does not have to concern themselves with what students do outside the classroom. Abroad, this situation changes dramatically. While in country, faculty are not just teachers, but on-site managers of the course/program and representing SUNY Potsdam. Faculty must be engaged, responsible, and adapt and respond to the situation as conditions demand.

Here are a few things to consider:

- This may be the first international experience for students. They may experience culture shock, homesickness, and other emotional issues.
- Students may experience financial crisis if their debit/credit cards are lost, stolen or expired, or they didn't budget well and are out of money.
- Students may experience health problems that need your assistance.

Faculty must be prepared to take on this added responsibility. Overall, a successful faculty member must enjoy working with students, possess administrative skills, have the ability to work collaboratively, and be adaptable to changes that occur while in country. Faculty must be comfortable advising students and taking disciplinary action if necessary. Diplomatic skills are required to establish good relations with representatives from overseas institutions.

### **B. FACULTY COMPENSATION**

Faculty leader(s) compensation expectations must be outlined in the initial program proposal. This will ensure the faculty leader(s), department chair(s) and Dean(s) have adequate time to determine the best and most appropriate teaching load and/or compensation method. Below are a few of the options other faculty have pursued in the past:

- Course is included as part of regular load in the appropriate semester
- Extra service compensation provided per the [Special Sessions \(Winterim/Summer\) faculty compensation policies](#).
  - Extra service compensation will only be an option in cases where the travel course is registered in a Special Session (Winterim or Summer term) and students pay the appropriate tuition at the per credit hour rate
- No compensation – course is taught beyond regular load with no extra service compensation
- Future course release

If more than one faculty member is contemplated, the budget needs to specify the enrollment threshold needed to support travel expenses for the additional faculty member(s). Typically, the student/faculty ratio to make the budget reachable for most students is 7:1.

### **C. TRAVEL EXPENSES**

- All domestic and international travel courses must be financially self-supporting. Therefore, participant program fees (collected by International Education) will include ALL program operating expenses.
- Travel expenses (airfare, room, board, visa, international health insurance, local transportation, etc.) for the faculty leader(s) will be included in the program fee that student participants will pay.
- All student program budgets must include both billed and non-billed program expenses (e.g. estimates for spending money) so that students can make informed decisions regarding their participation.
- Budgets must specify the minimum number of participants required to support all course expenses. Courses will be cancelled if the minimum enrollment is not achieved by a specified date. If the minimum number of participants have not committed with up-to-date deposits by that date, the course will be cancelled and monies will be refunded to participants. There will be no exceptions to this.
- All program budgets must include an 8% emergency contingency fee to cover budget shortfalls due to unforeseen costs, currency fluctuations or emergency expenditures. This fee must remain in the account while the program is in operation. If this fee is not needed/utilized, the final budget will be reconciled and it will be refunded back to participants upon conclusion of the program.
- Faculty who have been issued travel advances to make in-country payments will be responsible for the documentation of all expenditures including itemized receipts. It is understood that in some locales, getting a receipt is impossible (public bus travel, providing a tip to a tour guide) but all expenditures must be justified and described in writing by the person whom the advance was issued to. Under no circumstances will the program budget cover the purchase of alcohol for the faculty leader or students.
- No travel advances will be provided to students. Any remaining program funds will be refunded back to participants after the final budget is reconciled.
- Program budgets will not generate revenue for any department or division.
- Programs will not be permitted to carry a balance from one year to the next. Any remaining program funds will be refunded back to participants after the final budget is reconciled.

### **D. CONTRACTS WITH TRAVEL AGENTS / PROVIDERS**

Per [SUNY Memorandum on International Travel Providers \(8/26/2016\)](#): following these guidelines is necessary to mitigate risk and comply with ethical standards. Moreover, from a strategic, academic and operational perspective, it is not desirable to have international programs operating without appropriate oversight. As such, this oversight

should be from staff knowledgeable in the international education field who also have experience working with travel agents/providers. Most often, this will be the campus study abroad or international programs office.

Travel agents/providers should be chosen based on appropriate criteria, including:

- Knowledge of and experience in the countries or parts of countries to be visited.
- Expertise in the academic field of the proposed course or activity.
- Reputation as evidenced by recommendations of other educational institutions who have used their services.
- Understanding of U.S. safety protocols and ability to provide guidance to participants on safety and security issues.
- Transparency in financial arrangements with the campus and disclosure of relationships with campus staff to avoid conflicts of interests and ethics violations.
- Cost, recognizing that factors such as experience, expertise, and the provision of appropriate lodging, meals, safe transportation, etc., are often more important than cost.
- Campuses should always have contracts with providers that serve their programs following NYS and SUNY procurement procedures. Agreements should not be made between individuals or groups of campus staff and providers. *Under no circumstances should faculty leaders sign contracts on behalf of the institution.* This must be coordinated through the Office of International Education. This allows SUNY to control the process, maintain accountability, receive protection from liability, verify the charges and address any problems directly with the tour operator.
- Contracts should provide for direct payment from the campus to the provider. Students should not pay providers directly – even if only for airfare.
- Faculty and/or departments should never collect money directly from students. All payments should be submitted via the Office of International Education for the appropriate accounting into the travel course PACES account.

**E. PARTICIPATION POLICY AND PROCEDURES**

- All participants must be enrolled in the appropriate academic course throughout the program – either for credit or as auditors.
- Any non-credit or non-student participants (spouse, community members, alumni, etc.) must be registered to audit the appropriate academic course and be enrolled throughout the program.
- Participants under the age of 18 are not permitted to participate in SUNY Potsdam travel courses.
- All student and non-student participants will be required to complete the necessary SUNY health & liability forms and will be enrolled in the required SUNY Study Abroad insurance at the appropriate rate depending on the duration of the program.

**F. STUDENT PAYMENT – DEPOSIT AND REFUND POLICIES**

All student program fees will be collected into a PACES account specific to each travel course. The faculty leader and the Office of International Education will confirm a minimum of three (3) deposit deadlines for participant payment – similar to as follows:

Minimum 120 days prior to departure	\$500 <i>non-refundable</i> deposit Registration in the class will only occur after this is received into the PACES account
Minimum 90 days prior to departure	½ of the remaining program fee balance due
Minimum 45 days prior to departure	½ of the remaining program fee balance due

If a student chooses to withdraw after the first deposit, only funds that are recoverable will be refunded. In cases where withdrawal is within 90 days of the departure date, all monies will be held until the program has concluded and the budget has been reconciled. If it's possible to refund after that point, reimbursement to the participant will be processed.

In cases where a travel course has a balance after program conclusion and the budget is reconciled, all remaining monies will be refunded equally to paying participants. No travel course budget will carry a balance into the next year.

## **G. MANDATORY PRE-DEPARTURE ORIENTATION**

The best "preventative defense" is clear and definitive information prior to departure. The faculty leader(s) must coordinate with the Office of International Education to conduct a mandatory pre-departure orientation providing all participants with health and safety considerations, as well as expectations of student conduct throughout the program. Typically, this is completed within 30 days prior to departure.

## **H. TIMELINE AND CHECKLIST FOR FACULTY LEADER(S)**

Evaluate the program concept – 12-18 months before travel

- Consider the criteria for high quality study abroad programs:
  - How does this class support the goals of your department and college?
  - How is the international component integral to the goals and objectives of the course?
  - Does this program duplicate other programs already available to SUNY Potsdam students?
  - Is this program financially viable – will enough students be interested and willing to pay the required fees to support the program costs?
- Does this program ensure the health and safety of all participants?
- Have you obtained the support of your department chair and college dean?
- Have you discussed your program concept with the Director of the International Office?
- Submit the Faculty-Led Travel Course Proposal to the Director of the International Office for review

Develop and plan the program – 8-11 months before travel

- Define the program goals and content, integrating any feedback from the Department Chair and/or Dean
- With the Office of International Education, confirm program costs for campus approval.
- Confirm the course syllabus and learning objectives that address both disciplinary knowledge and intercultural competence.
- Confirm travel, housing, and program activities and a daily schedule; communicate those arrangements and details to the Office of International Education
- With the Office of International Education, finalize a program budget that addresses all costs, direct and indirect, necessary to deliver the program.
- Identify any costs to the students that are not included in the program fee so students have a clear understanding of the total cost of the program.
- With the Office of International Education, establish application requirements, due dates, and fee payment deadlines.
- Document all provider agreements and secure required contracts or other agreements.
- Coordinate with the Office of International Education to identify and assess any possible risk management, participant safety and/or liability issues.
- With the Office of International Education, establish program application requirements and materials.

Work the program plan – 2-8 months before travel

- Once your program is finalized, you may begin promoting the class and recruiting students. Your class will be advertised as part of the Office of International Education to generate interest and enthusiasm for your class.
- Review applications and confirm approved participants.

- Make sure you are familiar with College requirements for reimbursement of travel expenses (expenses incurred in the delivery of a study abroad program are reimbursed through the travel reimbursement process with an advance prior to the trip and a travel claim upon return).
- Confirm all program arrangements at the destination location and coordinate with the Office of International Education to pay any deposits or other pre-payment of services required for effective program delivery.
- Confirm your access to any travel advances through ATM or credit card as necessary.
- Confirm cell phone service at your destination or confirm that you have adequate and immediate access to phone service in case of emergencies.
- Participate in a faculty orientation coordinated through the International Office.

#### Prepare students – 30-60 days before travel

- With the International Office, conduct mandatory study abroad orientation sessions with students on issues of travel safety, security, health, cultural adjustment, academic expectations, and practical issues related to participating in the program.
- Confirm with the Office of International Education that all required documents from students have been received and all necessary campus risk/liability tasks are complete:
  - All student travel arrangements confirmed and documented.
  - Emergency contact information is on file with the International Office.
  - Insurance enrollments have been completed for all participants by the Office of International Education
- Host country emergency contact information and resources have been shared with students and parents and copies to the International Office.
- Conduct any pre-departure class meetings or other program-related activities.

#### Deliver the program: travel, teach, and enjoy the experience!

- Arrive with the students or be on site in advance of their arrival and be on location for the duration of the program.
- Conduct an on-site orientation.
- Conduct the program as planned.
- Respond to any emergencies as outlined in the emergency plan prepared as part of the program development process.

#### Evaluate the program implementation – within 30 days of program conclusion

- Submit all travel expenses and clear any travel advances.
- Solicit student feedback on program quality and effectiveness.
- Provide a written summary of the program successes, highlights, and challenges to the International Office.



## TRAVEL COURSE PROPOSAL FORM

Please address each of the following items as thoroughly as possible. It is understood that various items may change leading up to departure (dates, itinerary, costs, etc.) but completion of this proposal is required to notify various offices of the campus that your off-campus travel course is being planned.

**PROPOSAL DEADLINES:** Submission Deadlines are: April 1 for Winterim/January/Spring Break travel and October 1 for May/Summer travel. Approval for submissions after that date will be at the discretion of the Provost.

### OVERVIEW

**Program Name:**

**Program Location(s):**

**Program Dates:**

**Sponsoring Department(s):**

**Leading Faculty/Staff Member:**

**Additional Faculty/Staff Members:**

(Please list any non-SUNY Potsdam employees for program staffing (note that individuals contracted for a specific service, such as bus drivers or tour conductors do not need to be included).

### Compensation

Faculty leader(s) compensation expectations must be outlined in the initial program proposal. This will ensure the faculty leader(s), department chair(s) and Dean(s) have adequate time to determine the best and most appropriate teaching load and/or compensation method. Below are a few of the options other faculty have pursued in the past:

- Course is included as part of regular load in the appropriate semester
- Extra service compensation provided per the Special Sessions (Winterim/Summer) faculty compensation policies.
  - Extra service compensation will only be an option in cases where the travel course is registered in a Special Session (Winterim or Summer term) and students pay the appropriate tuition at the per credit hour rate
  - Summer & Winter Compensation Policy: <http://www.potsdam.edu/academics/grace/instructors/special>
- No compensation – course is taught beyond regular load with no extra service compensation
- Future course release

If more than one faculty member is contemplated, the budget needs to specify the enrollment threshold needed to support travel expenses for the additional faculty member(s). Typically, the student/faculty ratio to make the budget reachable for most students is 7:1.



### **Educational Objectives and Outcomes**

Describe the educational objectives and anticipated outcomes of the course(s) to be offered. Address how this program supports/enhances the academic experience of the students and the curriculum of the academic unit.

### **Course Information and Advisement**

List all SUNY Potsdam courses participants may earn, indicate the number of credits each course is worth and **attach a copy of the syllabus to be used for each course offered**. If a course offered is normally taught on campus, please discuss how it has been modified to take advantage of and reflect the realities of the program location. Please be sure to demonstrate that contact hours included in the course are sufficient to justify the number of credits, and that there is adequate out of class time for assignments and study time.

### **Instruction and Administration**

List all individuals who will provide instruction and include responsibilities (both instructional and administrative). If any instructors are not SUNY Potsdam faculty, please indicate each individual's academic qualifications.

### **Academic Advisement and Application**

This section will help determine the potential pool of candidates for this course. Who is your target audience? Major/minor? Lower or upper classmen? Comment how the course may be applied to prospective students' degree plans. How will you determine who is selected to participate in the trip? Will there be an application process? What is involved and what is your proposed timeline?

### **Program Itinerary**

Provide a comprehensive listing of all cities/states to be visited with dates, even if they are not firm. Please include every day of the program, including departure and return dates. Attach separate sheet if necessary.

### **Course-Related Activities/Excursions**

Describe these activities, mention where they will occur, how long they will last and relate them to the course objectives. Please also discuss any leisure/optional activities that are to be planned for the group.

**Projected Number of Participants**

Specify the desired minimum and maximum number of participants. Indicate who will handle on-site administration, including misconduct and emergencies of the program, which is a constant responsibility, above and beyond program instruction.

**Program Affiliations**

Provide a brief description of any institutions/agencies/organizations with which the program may be affiliated (including third-party program providers, travel agencies, research centers, schools or NGO's) including its history and academic information (including accreditation status and academic programs, if applicable).

**Risk Management**

*Travel & Living Arrangements* – Outline the travel arrangement and who will coordinate it. Discuss where the group will eat and sleep. If host families will be used, please discuss screening/selection procedures.

*Health & Safety* – The safety and security of our students is of utmost importance. As such, we require that information be provided regarding steps that will be taken to protect students in the event of natural disasters to which the region is prone. What potential risks or conditions are involved with this course? Are there any potential issues which may exclude potential students from participating? If so, how will you address these concerns?

**Technology & Communication**

Please discuss how program faculty, staff and students can stay connected with SUNY Potsdam and with friends and family during the faculty-led program. In particular please address options to ensure the program leader will have, at all times, the means available to contact emergency services, SUNY Potsdam and/or the emergency contact of any group members, if necessary.

**Program Preparation & Assessment**

Recognizing that individual courses will be assessed by the academic units offering them, explain how you will measure success in achieving program objectives described in "Educational Objectives and Outcomes/Nature and purpose of the program" were met. What is your plan for pre-departure and post-return meetings and activities? How often will you be meeting with the students prior to departure? When will grades be ready to submit?

**Programming upon return to SUNY Potsdam**

Faculty leaders may also want to consider opportunities to share the faculty-led program experience with the SUNY Potsdam community. Examples may include a photo gallery and display, an art exhibit, a colloquium or other student presentations or a documentary film.

---

**Attach Completed Program Budget**

*This section should be completed concurrently with your program proposal in conjunction with the Office of International Education and a final draft of your budget submitted along with your proposal.*

---

**DEPARTMENTAL SUPPORT**

Department Chair(s) (Indicate names here):

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

ONCE DEPARTMENTAL SIGNATURE(S) ARE OBTAINED, PLEASE FORWARD COMPLETE PACKET TO: INTERNATIONAL EDUCATION – 107 CRUMB LIBRARY

SUBMISSIONS SHOULD INCLUDE THE FOLLOWING ITEMS:

COMPLETE PROPOSAL

DRAFT PROGRAM ITINERARY

DRAFT COURSE SYLLABUS

DRAFT PROGRAM BUDGET

# TRAVEL COURSE BUDGET

**Course Title:**  
**Course Number:**  
**Location(s):**  
**Local Currency:**  
**Course Term:** Summer 2020  
**Travel Dates:** enter travel start & end dates  
**Faculty Leader:**  
**Anticipated Enrollment:** # of enrolled students

**Enter Minimum and Maximum Enrollments:**
8
12

	Fixed Costs	Variable Costs	Min. Ttl. Cost	Max. Ttl. Cost
<b>Faculty Leader Expenses:</b>				
Travel to/from departure airport	\$0.00		\$0.00	\$0.00
Airfare	\$0.00		\$0.00	\$0.00
Airport parking	\$0.00		\$0.00	\$0.00
Accommodations			\$0.00	\$0.00
Tipping fees (tour leader, bus drivers, etc.)		\$0.00	\$0.00	\$0.00
SUNY Intl Insurance for # of faculty leaders		\$0.00	\$0.00	\$0.00
Faculty additional expenses (e.g. meals not covered by tour fee, museum entry, etc.)		\$0.00	\$0.00	\$0.00
<b>Total Faculty Expenses:</b>	\$0.00	\$0.00	<b>\$0.00</b>	<b>\$0.00</b>

	Fixed Costs	Variable Costs	Min. Ttl. Cost	Max. Ttl. Cost
<b>Student Expenses Included in Program Fee:</b>				
Airfare		\$0.00	\$0.00	\$0.00
Accommodations		\$0.00	\$0.00	\$0.00
Meals		\$0.00	\$0.00	\$0.00
Additional expenses for tour fees, museum entry, site visits, etc.)		\$0.00	\$0.00	\$0.00
Tipping fees per student		\$0.00	\$0.00	\$0.00
SUNY Intl Insurance per student		\$0.00	\$0.00	\$0.00
<b>Total Student Expenses:</b>	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00

	Fixed Costs	Variable Costs	Min. Ttl. Cost	Max. Ttl. Cost
<b>Administrative Expenses:</b>				
Other expenses? Classroom rental?			\$0.00	\$0.00
Other expenses? Site visit fees			\$0.00	\$0.00
Other expenses? Honorarium for guest lectures?			\$0.00	\$0.00
<b>Total Administrative Expenses:</b>	\$0.00	\$0.00	<b>\$0.00</b>	<b>\$0.00</b>

SUBTOTAL	\$0.00	\$0.00
Add Emergency Contingency Fee (8%)	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

MINIMUM PER-PARTICIPANT PROGRAM FEE: \$0.00 \$0.00

**DESIGNATED PROGRAM FEE:**
Round up line 45



:  
 Summer 2020-  
 enter travel start & end dates  
 0

**PROGRAM BUDGET FOR FINANCIAL AID**

BILLED COSTS

**Paid to PACES Account #**

TBD

Program Fee \*

**\$0.00**

**Total Billed Costs**

**\$0.00**

ADDITIONAL COSTS (estimated)

**Paid by student before departure**

Passport

\$140.00

Vaccinations

varies

**Paid by student in host country**

Miscellaneous (personal expenses)\*\*

\$300.00

**ALL COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Budget is based on **8** participants. Program fee will rise if total  
 participant numbers fall below **8**.

**\* Program fee INCLUDES** airfare, airline taxes/fees/fuel surcharge, accommodations, meals (most breakfasts/dinners), in country transportation, guided excursions, entrance fees, required tips/gratuities, faculty travel and instructional costs. **Program fee DOES NOT INCLUDE** visa application fees, travel to/from departure airport, parking at departure airport, spending money, airline luggage fees, beverages, passport, etc.

**\*\* Personal/miscellaneous expenses** (additional meals, all beverages, spending money, etc.) will vary from one student to the next and is subject to change based on currency fluctuations.

**PROGRAM FEE DEPOSIT SCHEDULE:**

All payments may be made by credit/debit card, cash, check, or money order payable to: ENTER PACES ACCOUNT #

**Use of a credit or debit card will require a 3% transaction fee.** Deliver to International Education, Loughheed Center for Applied Learning

Friday December 14, 2018

\$500.00

Friday February 8, 2019

Friday March 8, 2019

updated: 12/15/2018