



UNIVERSITY OF GEORGIA

UGA Study Abroad and Field Study Programming

Frequently Asked Financial Questions

Office of Global Engagement
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This document provides answers to frequently asked questions for financial management of study abroad and domestic field study programming. This is only a guide and not intended to replace formal training or advisement from the Office of Global Engagement (OGE) or Vice President of Instruction (VPI) for study abroad and field study programs, respectively.

General Questions

If I have questions or need help, who do I ask?

For all programs, we recommend first reviewing the [Study Away Financial Manual](#).

If you still have additional questions or concerns:

For study abroad finance related questions, please email ugasabo@uga.edu

For all other study abroad related questions, please email studyaway@uga.edu

For all field study questions, please email jonathan.wentworth@uga.edu

Where do I find OGE/VPI deadlines?

Deadlines and other helpful links are available on the [Study Away Portal](#).

- For Study Abroad Programs:
https://studyaway.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=9196475B-5056-BA1F-7426ED52F15EF2EE&Link_ID=54C60ED9-5056-BA1F-74A36E87E74E3860
- For Field Study Programs:
https://studyaway.uga.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=9196475B-5056-BA1F-7426ED52F15EF2EE&Link_ID=68ABFD1D-5056-BA1F-74CB7A8B3D08CEE9

How do I get access to the Portal?

The Global Education team coordinates all aspects of the Study Away Portal. A brief training is required before access is granted. For access please email studyaway.help@uga.edu.

Can I meet with OGE/VPI to discuss my program?

We are available to meet with you to discuss various aspects of your program. Please email us to coordinate a meeting.

- Study abroad financial discussions email ugasabo@uga.edu
- Study abroad other topics email studyaway@uga.edu
- Field study discussions email jonathan.wentworth@uga.edu

What do my students have to pay to study away?

Students traveling on Study Away programs will pay:

- Tuition and UGA fees (via registration for courses in Banner/assessed in the Student Account)
- Program deposit (paid through the UGA StudyAway portal)
- Program charge (assessed with charges in the student account after the student has registered for the FSTY or SABD placeholder course in Banner)
- Other expenses not covered by the program deposit and charge

The tuition amount that the student pays is dependent on their state status with UGA.

- In-State students will pay the in-state tuition rate
- Out-of-State students
 - Participating in an international study abroad program will be charged the out-of-state rate but may receive a tuition waiver; see below.
 - Participating in a domestic field study program conducted inside the state of Georgia will be charged the out-of-state rate
 - Participating in a domestic field study program conducted outside the state of Georgia will be charged the in-state rate
- International study abroad out-of-state students:
 - Studying on a short program (Spring Break) pay their normal out-of-state rate
 - Studying on a semester long (Fall or Spring) program will receive a waiver to drop the tuition rate to be equivalent to the in-state rate
 - Studying on a summer session (Maymester, Short Session I, or Short Session II) program will receive a waiver to drop the tuition rate to be equivalent to the in-state rate
 - If the student is studying abroad for a Maymester, for example, and is taking SS II courses too, they will only receive the waiver for the Maymester hours and will pay their normal out-of-state rate for the other, non-study abroad, hours

Other expenses which are not included in the program charges paid by students, yet contribute substantially to the total cost of participation in the Study Away program, include the following:

- International transportation – Students are responsible for securing their own transportation to and from the destination.
- Passport and visa costs – Students must have a passport and, possibly, a visa for travel to the destination country. Visa requirements depend on each student’s citizenship and the country to which he or she is traveling.
- Physical exams, immunizations and/or medications – Students are required to pay the costs of these type expenses in order to complete the mandatory health clearance process required for some countries.
- Incidental expenses and some meals – Students will need to have access to funds while abroad for incidentals not covered by the program. Specific expenses depend on the program, but may include phone calls, laundry, souvenirs, meals not provided by the program, and entertainment expenses.

When communicating the cost of the program to potential participants, it is important to fully communicate program expenses. The full cost of the program should be reflected on the program specific Cost of Attendance form found in the UGA StudyAway portal.

- Tuition and Fees (10500 fund)
Students traveling on Studies Away programs are required to pay tuition and fees based on student's enrollment in academic courses. Tuition and fees are charged to the student account via their Banner registration.
- Program Deposits (14100 fund)
Deposits are paid by the students via the UGA StudyAway portal. Deposits are paid with a credit or debit card. Deposits are not to be collected by the program directors or business managers. If a student does not have a debit/credit card to make the payment, OGE should be contacted at ugasabo@uga.edu.

Program deposits are standardized. Semester long (Fall, Spring) Study Abroad programs are set at \$500. Semester long Field Study programs are set at \$400. All other Study Abroad programs have a deposits amount set at \$300. Field Study program deposits amount are set at \$150.

Credit card companies charge processing fees. To ensure funds are available to cover these costs, each program is charged a fee, per deposit paid, to cover the processing fees.

Program deposits are non-refundable to the students. If a program director believes there is a justifiable reason to refund a deposit, he/she should complete the request form found at https://goabroad.uga.edu/customtags/ct_FileRetrieve.cfm?File_ID=050E7676754F7774770D047673011C04080C0014757800006E0604750502777740E740600070A0506.

- Program Charges (14100 fund)
Program Charges are calculated by completing the budget template. Program charges are total expenses less OGE Allocation less program deposit. Once program charges have been calculated, the Office of Education Abroad will set up the place holder course (SABD or FSTY). When students register for this course number in Banner, the program charge will be assessed to their student account.

What do all the acronyms mean?

Below are some common acronyms that are used with Study Away programs.

OGE	Office of Global Engagement
VPI	Vice President of Instruction
SABO	Study Away Business Office
SA	Study Away
FS	Field Study
FA	Fall
SP	Spring
MM	Maymester
SU	Summer

What am I and my Business Manager responsible for doing for my program?

It takes a village to run a successful study away program. To streamline processes and to avoid duplicating efforts, we have curated a list of common study away programming tasks and marked which team is responsible for completing the task (program director, program business manager, Global Education, OGE Finance, or VPI):

[Responsibilities List](#)

Budgeting & Program Planning

Where do I find the most current program budget template?

Budget Templates can be found online in the [Study Away Financial Best Practices Manual, Templates section](#).

I need to revise my budget. How do I do this?

A revised budget may be submitted to OGE or VPI by emailing an updated program budget to the ugasabo@uga.edu (for study abroad programs) or jonathan.wentworth@uga.edu (for field study programs). The revised budget will be reviewed by OGE/VPI prior to reapproval. If changes are not approved, the prior budget approval will stand as the budget of record.

Should I budget for faculty and staff benefits on my program?

USG guidelines require for faculty and staff instructional salaries to be paid from state, tuition, and general fee fund sources. Salaries cannot be covered by student-paid program charges. Therefore, benefits budgeting is not necessary as the salary expenses are charged to the program's 10500 fund.

What is the difference between Instructional and Non-Instructional Expenses?

Instructional expenses are program expenses that are directly related to delivering the course content of the program. Instructional expenses are classified into two categories: Fixed Instructional Expenses and Variable Instructional Expenses. Both fixed and variable expenses are eligible to be considered for program allocation.

- Fixed instructional expenses are items that will not fluctuate if a student is added to or withdraws from the program. These expenses include UGA employee salary and travel expenses, and non-employee honoraria expenses.
- Variable instructional expenses are items that may fluctuate if a student is added to or withdraws from the program. These expenses include, but are not limited to, classroom rental, entrance to educational venues, and various supply expenses.

Non-Instructional expenses are program expenses that are not directly related to delivering course content. Typically, these costs are primarily student travel costs, but can also include:

- Promotional Materials
- Provider Fees
- Fees Required by Logistics Company
- Bus Driver Fees

- Translator Fees
- In-Country Tour Guide
- International Phone
- International Airfare (in-country only)*
- International Ground Transportation
- Student Meals**
- Travel Insurance, CISI (for student participants)
- Cultural/Non-educational Venue Entrance Fees
- Student Visa/Passport/Exit Fees
- Internet Access – if available at the Host University or related student housing
- Credit Card Processing Fee

What is the difference between a cultural and an educational activity?

Correctly categorizing a program's excursion(s) between cultural and educational activities has a direct impact on the program's available funding and total Program Charge.

Educational activities are available to be considered for program allocation. Cultural activities are not allowed to be covered by allocation and will be included as a part of the student's Program Charge. It is the responsibility of each program to determine how an activity should be classified based on the activity and the content that is being delivered.

Example 1:

A group of Theatre students is traveling to London, England for a Theatre study abroad program. One of the excursions is a trip to the Globe Theatre to watch a Shakespearian play. Since the excursion (watching a play) could be directly tied to course content (theatre course instruction), this excursion could be classified as an educational activity.

Example 2:

A group of Biology students is traveling to London, England for a Biology study abroad program. One of the excursions is a trip to the Globe Theatre to watch a Shakespearian play. Since the excursion (watching a play) cannot be directly tied to course content (biology course instruction), this excursion would need to be classified as a cultural activity.

How do I determine how much allocation to request in my budget?

Programs will want to be aware of how all funding impacts the program fee amount. While the budgets show these estimations, programs should be aware that these are just estimations are not set or approved when submitting the budget.

As program directors and business managers are drafting their budgets, they can see how various amounts of allocation and other funding directly impact the program fee, and see at a glance, how these changes may put them above or below the max program fee / advertising at rate. If a program is requesting the maximum allocations and they are still over their maximum program fee and or advertising rate, this means they will either need to secure additional funding from other sources or cut costs.

Why are there two program allocations on my budget approval?

Programs will want to take a holistic view of their proposed budgeted expenses and all other funding (departmental, foundation, grant funding, etc.) that not only considers the amounts of support, but also what those funds may or may not be able to cover.

Program allocation is provided to cover only instructional related expenses. To help programs plan against the fluctuations of student enrollment possibilities, OGE/VPI utilizes a dual-allocation model where one allocation is for fixed instructional expenses and a second for variable instructional expense. The maximum amount of requested allocation of each should not be greater than the total qualifying expenses (i.e. the requested fixed allocation should not be greater than the total amount of fixed expenses). Allocation will always be applied to fixed costs first, less any departmental or other support, and if any amount remains, then it will be used to cover the variable costs.

Please note that any UGA employee salaries must be covered by either the program allocation or departmental funds (specifically state funds) to be in line with USG policy.

Why do I no longer need to submit prior year actuals (the program closeout template) with my program planning documents?

The program closeout process was updated to no longer require the program closeout template to be submitted to OGE-F. It is still recommended that programs take prior year actual financial data into consideration when they are drafting the next year's proposed program budgets.

If you would like to use the program closeout template as a part of your own program financial review and analysis, one can be requested from the Study Away Business Office by emailing ugasabo@uga.edu

I need to make a deposit to secure the provider's services, but I haven't received my program allocation yet. Can I get my money early?

If a deposit is required for a study abroad program prior to obtaining an approved program budget, please email ugasabo@uga.edu for specific directions. For field study programs, email jonathan.wentworth@uga.edu.

Deposits for services should be booked on fund 14100. If the deposit is for a program that will run in a future fiscal year it should be charged on the prepaid account code (account code 132100) on the current year's Budget Reference and use the upcoming program's ChartField1. These deposits should not be paid for with other departmental funds, unless recorded as such on the approved program budget.

A valid invoice and all supporting documentation are required by Accounts Payable. Payment may be made by wire transfer or check. In the case of a wire transfer, the bank details and wiring instructions for the vendor should be submitted to Accounts Payable with the payment request.

Invoices generally need to be paid between one and four months prior to the start of a program.

Please reference the [Advanced Payment Policy for further details](#).

I only received a flat rate amount from my service provider. How do I split these costs out between faculty and students?

If a service provider doesn't provide a breakdown of costs for student / faculty expenses (e.g. "faculty included" or "faculty free"), it is recommended that the cost(s) be manually split between both faculty and students. Depending on the other items included in your drafted program budget, this may reduce the cost to students, as faculty/staff travel expenses are considered instructional expenses and eligible to be considered for program allocation.

To split the cost between faculty/staff and students, we recommend that you divide the total cost anticipated evenly among all travelers (min # of students + total number of faculty/staff travelers).

For example, if the provider has quoted \$2,980 per student participant for a 20 student minimum, where 2 faculty are "included", you would:
\$2,980 per student x 20 students = \$59,600 total expected bill
\$59,600 / 22 people (20 students + 2 faculty) = \$2,709.10 per person

If the provider has given a budget category breakout of what their costs include and faculty are "included", then you would follow the same steps for each budget category. If no budget category breakout was provided, then it is recommended that the program estimate these expenses by budget category according to the activities that the service provider will provide according to the service agreement or terms.

Accounting and Financial Review

How do I get my program allocation (fund 10500)?

The program's allocation will be transferred to the department via budget transfer that will be initiated by OGE/VPI after the current year's budget is approved. When budgeting, OGE/VPI will budget allocation into the program's 10500 chartstring using that year's ChartField1. All funds will be budgeted into the Operations (700000) account code.

How do I get program charge revenue (fund 14100)?

Program charges are calculated by completing the study away budget template for the current fiscal year. Program charges are total expenses less the program Allocation less any departmental or other external support funding. Once program charges have been calculated, OGE/VPI will set up the place holder course (SABD or FSTY). When students register for this course number in Banner, the program charge will be charged to their student account.

This revenue will be routed to your program chartstring based on information supplied by OGE/VPI. Any questions or concerns should be routed to OGE at ugasabo@uga.edu for study away programs. Field study program concerns, please email jonathan.wentworth@uga.edu.

How do I get program deposit revenue (fund 14100)?

Deposits are paid by the students via the UGA StudyAway portal. Deposits are paid with a credit or debit card. Deposits are not to be collected by the program directors or business managers. If a student does not have a debit/credit card to make the payment, OGE should be contacted.

Program deposits are standardized. Semester long (Fall, Spring) Study Abroad programs are set at \$500. Semester long Field Study programs are set at \$400. All other Study Abroad programs have a deposits amount set at \$300. Field Study program deposits amount are set at \$150.

Program deposits are non-refundable to the students. If a program director believes there is a justifiable reason to refund a deposit, he/she should complete the request form found at https://goabroad.uga.edu/customtags/ct_FileRetrieve.cfm?File_ID=050E7676754F7774770D047673011C04080C0014757800006E0604750502777740E740600070A0506.

How do I budget my program allocation (fund 10500)?

Once the allocation funds have been transferred to the department, it is the responsibility of the departmental business managers to budget transfer these funds into the appropriate account code(s) based on the approved budget for future program expenses.

For step by step instructions on how to create a budget transfer, please see the tutorial in the OneSource Training Library.

- Tutorial Name: Creating a Budget Transfer
- Found: OneSource Training Library
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

How do I budget my program charge revenues (fund 14100)?

It is the responsibility of the departmental business manager to ensure that the program's deposits and charges are appropriately budgeted. To do this, two budget journals will need to be prepared, one for the DEPT_REV ledger and one for the DEPT_CHILD ledger:

- DEPT_REV Ledger:
 - **Budget Header:** The budget entry type is "Adjustment" and the long description is "To budget [insert name of program and term] [insert type of revenue] revenue."
 - **Budget Line:**
 - Program Deposits (credit card revenue) and Charges (program charge revenue) use account code 441201. This amount is calculated as the Program Deposit + Program Charge amounts multiplied by the number of student participants.
 - Amounts should be entered as positive whole numbers.
 - Ensure that you use the entire chartstring that is provided to you from OGE, including the ChartField1. If you have any questions about the chartstring which you should use, please email OGE at ugasabo@uga.edu
- DEPT_CHILD Ledger:

- Budget Header: The budget entry type is “Adjustment” (and for the Parent, too) and the long description is “To budget [insert name of program and term] [insert type of revenue] revenue to the expense account code.”
- Budget Line:
 - Amounts should be budgeted into the account code from which they are anticipated being spent based on the approved budget.
 - Amounts should be entered as positive whole numbers.
 - Ensure that you use the entire chartstring that is provided to you from OGE, including the ChartField1. If you have any questions about the chartstring which you should use, please email OGE at ugasabo@uga.edu

For step by step instructions on how to create a budget journal, please see the tutorial in the OneSource Training Library.

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Do I have to use a ChartField1?

The utilization of ChartField1 allows for a particular program’s expenses to be captured and tracked, regardless of which fiscal year in which the expenses occur. Since most programs run on an annual basis, it also allows for charges within the same fiscal year, but for different calendar year programs (ex. Summer 2019 and Summer 2020) to be cleanly separated. This separation will help departments when trying to budget and closeout their programs each year while simultaneously allowing for program revenue and expenses to be kept separate from other departmental transactions. While providing departments with another level of search criteria to use in queries and cubes, the use of ChartField1 can be used to help departments prepare more precise budgets for the next year’s program.

Who creates my program’s ChartField1?

ChartField1 is the preferred chartfield identifier for study away programs. ChartField1s are created and assigned by OGE/VPI for each program. They are based off of the program’s SABD or FSTY four-digit course number and contain an abbreviation for the term and calendar year the program will run. A program’s ChartField1 will change annually.

- Example Study Away ChartField1: SA####FA20
- Example Field Study ChartField1: FS####MM20

Will I get a new ChartField1 each year my program runs?

ChartField1s are based off of the program’s SABD or FSTY four-digit course number and contain an abbreviation for the term and calendar year the program will run. A program’s ChartField1 will change annually.

Do I have a SpeedType for my program?

Since ChartField1 is an optional chartfield in Financial Management System, SpeedTypes are an excellent tool to ensure that the chartstrings entered on a transaction contain all necessary chartfield data. For programs that have not already established their own program SpeedTypes, OGE/VPI recommends using the format below.

Chartfield 1 = SA####SP20

Speedtype for fund 10500 = S####SP20A

Speedtype for fund 14100 = S####SP20P

Chartfield 1 = FS1215MM20

Speedtype for fund 10500 = F####MM20A

Speedtype for fund 14100 = F####MM20P

A= Allocation

P= program Charge

How do I prepare my program to cross fiscal years?

Each year the University's Controller's Office issues the Fiscal Year-End Letter. This letter includes details about year-end deadlines for purchases, payments, travel, payroll, and more. Each program director and business manager should review the year-end letter and make plans to ensure that the program is ready for these deadlines, as many could directly impact the financial solvency of the program.

Budgeting Personal Services Expenses Prior to Year-End Deadline

Per the annual Fiscal Year-End Letter, a deadline is established for moving funds between personal and non-personal services (this date is often early March). It is the responsibility of departmental business managers to evaluate their program budgets to determine how much will be needed for the remainder of the fiscal year in personal services for salary and benefits and to make any necessary budget transfers.

Revising Revenue Budget Based on Actual Revenue Received

As a part of the fiscal year-end processes, anticipated revenue amounts may need to be adjusted on the 14100 fund chartstring as the number of student participants, their deposit, or program charges may have changed since the budget was established. Any adjustments needed to increase or decrease the revenue will need to be made prior to the Fiscal Year-End deadline as listed in the annual Year-End Letter.

Important notes to remember:

- Be careful not to overspend your actual received revenue.
- When adjusting revenue on this fund, two budget journals will be needed, one for DEPT_CHILD and one for DEPT_REV.

For additional information on how to adjust the revenue budget for your program, please contact OGE-F at ugasabo@uga.edu or view the tutorial in the OneSource Training Library.

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

Programs That Have Not Closed

For programs that have not closed (such as some Spring, Maymester, and Summer programs) additional diligence will be needed as year-end approaches. Program directors and business managers need to be mindful of year-end purchase order, payment request, travel authority, and other deadlines that could impact how and when an invoice or reimbursement for the program is processed.

Business managers will need to estimate out any remaining expenses that will be paid out before the end of the fiscal year and take appropriate action to secure the remaining funding for the next fiscal year.

- 10500 Fund - If any amount of the program's allocation will not be used in the current fiscal year, it must be returned to OGE-F or it will be lost.
- 14100 Fund - If there are any program charge funds remaining in the program's chartstring, these funds will need to be deferred to the next fiscal year.

Return Unused Program Allocation

If there are program allocation (10500) funds that will be unused these must be returned to OGE/VPI or the department will lose these funds and not be able to access them again in the next fiscal year. The business manager will need to initiate a budget transfer of these funds to OGE/VPI.

When creating the budget transfer to return the unused funds, use the description "[insert your college school / unit name, program name, including term and year] to return unused allocation to OGE/VPI". For example, the Cortona Summer 19 budget transfer would read "Cortona Summer 19 to return unused allocation to OGE."

- For Study Abroad programs, return the funds to the following OGE Chartstring
F: 10500 P: 11100 C: 11800 D: 14007001 A: 700000 or 500000 CF1: SAXXXXMM19 or SAXXXSU19
- For Domestic Field Study programs, return the funds to the following VPI Chartstring
F: 10500 P: 11100 C: 11800 D: 42001601 A: 700000 or 500000 CF1: FSXXXMM19 or FSXXSU19

For step by step instructions on how to create a budget transfer, please see the tutorial in the OneSource Training Library.

- Tutorial Name: Creating a Budget Transfer
- Found: OneSource Training Library
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

Deferred Revenue

After reviewing the 14100 fund and adjusting the budget as needed, any unspent funds remaining will need to be deferred. This amount is calculated by taking the total revenue received (funds from prior years plus any new revenue) and subtracting the expenses and encumbrances. The business manager will need to email their request to defer letter to Accounting at acctng@uga.edu and to the Study Away Business Office at ugasabo@uga.edu (for study abroad programs) or VPI at Jonathan.Wentworth@uga.edu (or field study programs) by the deadline listed in the Year-End Letter.

[Example Deferral Letter](#)

How do I tell which students have / have not paid their Program Charge?

1. Run the “Student Account Transaction Report” from Argos. This will provide you a list of students that have registered and paid for your program’s SABD/FSTY course
 - a. Go to <https://studentsystems.uga.edu/>
 - b. Select “Production Argos”
 - c. Select “Argos Web Viewer”
 - d. Select “Accounts Receivable – OIE”
 - e. Select “Student Transaction Report”
 - f. Enter the Detail Code for the program you needing (this will be on your budget approval email)
 - g. Enter the Term for the program you are needing (ex. Enter “202108” for a Fall 2021 program)
 - h. Select “Reports”
 - i. Select “Student Account Transaction Report”
 - j. Select “Run”
2. Pull the list of Committed students from the Portal
 - a. Go to <https://studyaway.uga.edu/>
 - b. Click “Log In” and log in via UGA SSO
 - c. Click the “Applicants” Tab and select “Search”
 - d. Enter the Program Name (the more specific you are you in your program name- utilizing quotes, the narrower your results will be. Ex. If you were to just enter “Oxford” the results will include every program that contains the name “Oxford”)
 - e. Enter the Term for your program
 - f. Select “Search”
 - g. If you wish to export the search results to Excel: In the “Options” Tab, select “Excel Export”
3. Compare the list of students from Argos to the list from the Portal, identify any variances, and follow up with students as needed.

Program Closeout

What is the program closeout process?

USG Section 21 requires all program chartstrings to be brought to \$0 at the close or cancellation of the program to ensure that excessive balances are not accrued.

Programs should be prepared to be closed within 50 days of program return from travel. If any expenses or supplier refunds have not been posted within the 50 days of return from travel, programs should advise OGE by emailing ugasabo@uga.edu.

It is recommended when the program returns from travel all final employee travel expenses and other final program expenses should be submitted to the department immediately.

Closeout and Student Charge Refund Process

OGE/VPI will email the program director and business manager thirty (30) days after the program has returned from travel with a reminder to confirm all program expenses have posted correctly to the chartstrings and with additional instructions regarding actions needed for the program to be closed.

Fifty (50) days after the program has returned from travel, OGE/VPI will advise the Program via email of any student refunds required, of funds to be moved to OGE/VPI contingency (sweep), and how much Allocation should be returned to OGE/VPI. The program, upon receipt of this close out email from OGE/VPI, should confirm the amounts are correct and respond to the email with confirmation of accuracy. OGE/VPI will initiate the student refund process and budget journals required to close the programs.

After program confirmation or ninety (90) after the return from program travel (which ever happens first), OGE/VPI staff will initiate appropriate actions to officially close the program. These actions will bring all program chartstrings to \$0 and the program's ChartField1 will be deactivated.

Please note that programs should not calculate and process their own student refunds. Additionally, Program Directors should not tell students they are getting a refund on their program charge or give any dollar amount of a possible refund until directed by OGE/VPI as a part of the program closeout process.

How can I request Emergency Reserve Funding?

Per University System of Georgia (USG) policy, each program should budget "no less than 5% with a maximum of 15% for contingency expenses". All parties involved in developing and offering faculty-led programs work together diligently to ensure that the final program expenses remain within the overall program budget. However, often programs generate small amounts of surplus or deficit due to unanticipated events, such as unusually volatile currency fluctuations, enrollment fluctuations, or unexpected changes in on-site costs.

A Study Away Emergency Reserve Fund has been approved and established. The purpose of the account is to assist programs when financial issues arise unexpectedly, creating budgeting issues for Study Away programs. The Study Away Emergency Reserve Fund is managed by the OGE.

At the close of the program, unused program funds will be moved to the OGE Emergency Reserve Fund at a rate of 5% minimum to 15% maximum of the total program revenues, with the remaining balance being refunded to the students who attended the program.

If a program is demonstrating a shortage of funds in a program account due to unforeseeable issues, the Emergency Reserve Fund may be petitioned to cover the shortfall. Requests will be evaluated by a committee on a case by case basis.

Requesting Emergency Reserve Funds

After the department determines that their program needs Emergency Reserve Funds they make a request by emailing ugasabo@uga.edu (for study abroad programs) or jonathan.wentworth@uga.edu (for field study programs).

The following should be included with the request:

- Their copy of the final / last approved budget
- FMS query (such as the UGA_GL_LEDGER_DETAIL) showing expense(s) that are being requested for ERF funding and deficit of program funds
- Written justification for the request (what happened and timeline)
- Any other applicable documents (invoices, currency exchange rate calculations, etc.)

The committee will review the request and documentation, asking for more information as needed, prior to making their decision. The program will be notified of the decision and made aware of the next steps.

A student has withdrawn from the program. Do I get to keep the program deposit and charge that they paid?

Once a student commits to a UGA study abroad or domestic field study program he/she is required to pay a **Program Deposit** and a **Program Charge**. Payment of this program deposit will be acknowledged in writing. The Study Away Program Withdrawal Policy will be in effect for any withdrawals after the program deposit has been paid. Upon the receipt of the program deposit, the program will begin incurring costs on behalf of the student with the understanding that he/she has now committed to paying the full program charge and has voluntarily assumed financial responsibility for said program costs. The program charges include direct expenditures made on his or her behalf and indirect expenditures made to support the study away program.

Program deposits are non-refundable unless a student is not accepted to the program or the program is canceled by the University. In these cases, the full program deposit will be refunded.

A committed student who withdraws from a program must notify the program director in writing via UGA email. The date of the withdrawal e-mail will serve as the official date for the purposes of this policy. Based on this policy, the student will receive a refund or will be billed the applicable program charge according to the schedule shown in the table below. This schedule is applicable to withdrawals made voluntarily by the student for any reason or to withdrawals that are not student initiated, for instance, due to academic or disciplinary misconduct/performance issue while in Athens or while traveling.

Timeline of Student Withdrawal	Program Charge Student is Financially Responsible to Pay
120 to 90 days prior to program departure	25%

89 to 60 days prior to program departure	50%
59 to 15 days prior to program departure	75%
14 days to program departure and at any time during the program	100%

For additional information please see the Study Away Withdrawal Policy

https://studyaway.uga.edu/customtags/ct_FileRetrieve.cfm?File_ID=22780

My program didn't spend all of its allocation and/or program charge revenue. Can I keep this money?

At the end of the program, the program will be officially "closed". This means the program chartstrings will be brought to zero. Funds that remain once the program expenses are paid will either be returned to OGE/VPI (10500 funds), returned to the students via a student refunds (14100 funds), or swept to the Study Away Emergency Reserve Fund (managed by OGE/VPI).