

SACL

**Education Abroad Expense Form
2024-2025****Purpose of Form**

This form is used to determine your estimated cost for a UVA exchange program or an outside study abroad program for the purpose of financial aid evaluation. Do not submit this form if you are traveling on a UVA program, with the exception of UVA in Italy: Siena or UVA in Shanghai: Fudan University, or UVA's McIntire Semester Abroad.

Instructions for Completion

- All costs estimated must have an attached document from a third-party source (screenshots, receipts, or brochures).
- **Enter costs in US dollars (USD).** Use an online currency converter or app (such as xe.com) to convert local currency of your host location to USD.
- **If you are studying abroad for multiple semesters, submit an expense form for each semester.**

Explanation of CostsTuition and Fees

This cost is determined by the program type. For a UVA exchange program, you pay UVA tuition and fees for your academic level. For an outside program, you pay the program's tuition and fees. Outside program tuition and fees are found on the program or university's website or brochure.

Books and Supplies

This cost is usually estimated on the program or university's website or program brochure.

Housing/Room (include utilities)

This cost is usually estimated on your program or university's website or brochure. Be sure to include utilities in the estimate if they are not already included for you in the housing/room cost. Ensure that you include the full cost of your intended housing placement (and utilities) for the entire term of study. You may update our office with official documentation if your housing placement changes.

Dining/Board (not already included in program cost)

This cost is usually estimated on your program or university's website. If you receive some meals through a homestay or program provider, or university meal plan, then then calculate the estimated cost of meals not covered by your meal agreement. For example, if breakfast and dinner are provided with your homestay every day of the week, estimate the costs of lunch for seven days a week and enter that amount on the form.

Airline Tickets

You may submit a receipt or a screenshot of a price quote for an **economy** flight from your nearest major airport. If you have not purchased your ticket and submit a price quote, ensure the screenshot is a 'flight search' that shows several flight costs.

Transportation to and from Airports

\$100 for this cost is automatically included in your budget.

SACL**Explanation of Costs Continued**Local Transportation

This cost should be found on your program or university's website.

Personal Expenses

This cost contains expenses such as toiletries, laundry, cell phone, and miscellaneous living expenses. Do not include utility expenses in this field. Estimates are often provided on program or university websites.

Program Provider Application Fees (not included in tuition and fees)

Use this field only if there is fee to apply. Submit documentation (such as a screenshot or a receipt) that lists any program provider application fees that are not included in the program's tuition and fees.

Passport/Visa/Immigration

Submit receipts of purchase or screenshots confirming the costs of passport, visa and/or immigration/entry expenses necessary for program participation. Do not include the cost of a passport if you already have a valid passport or received a Passport Grant.

Purchase of New Luggage (checked-baggage fees not applicable)

If you purchase luggage for your study abroad program then you must submit a receipt for luggage purchased; this amount is not to exceed \$250.

Insurance/Immunizations

Include the cost of all mandatory insurance policies unless the cost is included in your program's tuition and fees. The cost for UVA's CISI insurance policy is here: educationabroad.virginia.edu/insurance; the cost for other required insurance is usually found on your program's website. Also include any immunizations that are needed for your travel in this section.

UVA Study Abroad Administrative Fee

If your program includes the Study Abroad Administrative Fee, SFS automatically adds it to your budget. You should not include an amount on this form. This fee is *not* charged for exchanges, UVA in Italy: Siena, UVA in Shanghai: Fudan University, or UVA's McIntire Semester Abroad.

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**Education Abroad Expense Form
2024-2025**Student's University ID: - or SIS ID: Student's Full Name: _____
(LEGAL NAME – PRINT) first middle last

University/Program Name (As titled on ISO application)				Program Type	<input type="checkbox"/> Exchange <input type="checkbox"/> Outside
Country/Countries			City/Cities		
University/Program URL			Term	<input type="checkbox"/> Fall <input type="checkbox"/> J-Term <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Program Start and End Dates (MM/DD/YYYY)	from _____ to _____	Submit documentation indicating start date		<input type="checkbox"/> Yes	
Have you received scholarships or other awards from your program sponsor? If so, submit documentation detailing the amount.				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Study Abroad Itemized Costs	Amount	Attached documents?	For official use
Tuition and Fees		<input type="checkbox"/> Yes	
Books and Supplies		<input type="checkbox"/> Yes	
Housing/Room (include utilities)		<input type="checkbox"/> Yes	
Dining/Board (not already included in program cost)		<input type="checkbox"/> Yes	
Airline Tickets		<input type="checkbox"/> Yes	
Transportation to and from Airports	\$100	<input type="checkbox"/> Yes	
Local Transportation		<input type="checkbox"/> Yes	
Personal Expenses		<input type="checkbox"/> Yes	
Program Provider Application Fees (not included in tuition and fees)		<input type="checkbox"/> Yes	
Passport/Visa/Immigration		<input type="checkbox"/> Yes	
Luggage (checked-baggage fees not applicable)		<input type="checkbox"/> Yes	
Insurance (ex. CISI) /Immunizations		<input type="checkbox"/> Yes	
TOTAL ESTIMATED COST			

An Expense Form without attached third party documentation will not be processed.