This worksheet is for faculty who are developing and proposing a study abroad program, to help estimate potential program costs during the early planning stages. The first section assists with determining estimated student costs, while the second section includes other course-related expenses.

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| **Program Name** |  |
| **Program Director(s)** |  |

**Program Fee Calculation** (fee paid by students in addition to tuition, to cover costs of program abroad)

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| --- | --- |
| **Category** | **Cost per person** |
| Airfare *(round-trip from Chicago, as well as any additional in-program flights)* |  |
| Local transportation *(train, tour bus, airport transfer, public transportation, taxis)* |  |
| Accommodations *(shared rooms in hotel, university residence hall, hostel, homestay, etc.)* |  |
| On-site group meals, including tips *(full board is not included in the program fee—it typically covers breakfast in accommodations and a pre-determined number of group meals that are arranged)* |  |
| Pre-departure and/or reunion group meals, including tips |  |
| On-site activities *(entrance fees to museums or cultural activities, including cost of tour guides)* |  |
| Miscellaneous student expenses *(may cover costs incurred in support of students, such as beverages/snacks during unexpected delays, minor first aid supplies, etc.)* |  |
| Study Abroad insurance & administrative fee | 400 |
| **TOTAL PROGRAM FEE COST PER STUDENT** |  |

**Course Expense Calculation** (educational costs covered by tuition and shared across entire group)

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| --- | --- |
| **Category** | **Total cost** |
| Tuition, classroom rental, or administrative fees paid to host institution/vendor |  |
| Honoraria/guest speaker fees |  |
| Tips *(for drivers, guides, etc.)* |  |
| Gifts and/or business meals with local contacts |  |
| Educational materials or other course-related expenses |  |
| Miscellaneous expenses *(extra marketing costs, other course expenses, etc.)* |  |
| **TOTAL COURSE EXPENSES (SHARED ACROSS ENTIRE GROUP)** |  |