



**ESTIMATED Budget and Payment Schedule  
A&M Europe Technology Management Spring Field Trip 2024**

**PROGRAM COUNTRY/IES:**

- Ireland/United Kingdom

**TRAVEL DATES:**

- Depart U.S. on May 17, 2024; Arrive in Dublin, Ireland on May 18, 2024
- Depart London, UK on May 27, 2024; Arrive in U.S. on May 27, 2024

**EXPENSES FOR THE PROGRAM REFERENCED ABOVE:**

<b>Confirmation/Administrative Fee – billed to university student account by CIBS and Education Abroad; not insurable</b>	<b>\$500</b>
<ul style="list-style-type: none"> <li>• Not insurable</li> <li>• \$300 billed by CIBS, appears as “Study Abroad Admin Svc Fee”</li> <li>• \$200 to be paid to Education Abroad (EA) through the fee payment form on the Education Abroad portal.</li> </ul>	

*These fees are non-insurable and non-refundable after a student selects “commit” for their program in the EA Portal. The CIBS fee is charged to the student’s Student Business Services (SBS) account and must be paid through the Howdy Portal by [SBS deadlines](#). The EA fee will be paid by credit card through the Flywire system. Information and instructions are provided in the Fee Payment form in the EA portal.*

<b>Estimated Program Fee – billed to university student account by CIBS; insurable</b>	<b>\$3,455</b>
Includes the following: <ul style="list-style-type: none"> <li>• Lodging, some meals, in-country transportation, cultural visits, company visits</li> <li>• Miscellaneous program expenses (supplies, wire transfers, t-shirt)</li> <li>• Shared faculty expenses</li> </ul>	

*This fee comprises most expenses for the in-country program logistics. The fee may change based on recruitment; however, it will not increase. Students will receive a Program Confirmation Letter with the actual program fee amount after the recruitment deadline. This fee is charged to the student’s Student Business Services (SBS) account and must be paid through the Howdy Portal by [SBS deadlines](#). It is insurable for CFAR/IFAR insurance.*

<b>Estimated Out-of-Pocket Estimated Expenses – NOT INCLUDED in the above fees, not insurable</b>	<b>\$2,610+</b>
International flight	\$1,700
Travel Documents (if needed, Passport and/or Visa)	\$190
Meals (not included in Program Fee)	\$720
Personal spending (estimated \$50-\$200/week)	Varies

*Students are personally responsible for securing items and/or budgeting monies to cover these expenses as you prepare to go abroad and/or while abroad. Each student’s situation is different so some items may be more or less expensive than estimated above. These expenses are to be paid out-of-pocket and will NOT be charged to students’ SBS accounts. These are estimated costs at the time the budget was created, and current costs may vary based on passport status, foreign exchange rate, and personal spending while abroad. These expenses are not insurable, except the airfare.*

<b>TAMU Tuition and fees - not insurable</b>	
Tuition and fees – 3 hours	Included in spring tuition

*Tuition and fees are billed by Student Business Services (SBS) separate from and independent of Education Abroad and CIBS/Mays Business School. Actual tuition and fees will vary based on the total number of credits you enroll in for the program, residency status, your specific tuition rate plan, applicable distance education fees, applicable waivers, and whether you are taking any other TAMU courses during the academic term of the program’s course(s). Determine your tuition and fees rates at <https://tuition.tamu.edu/>. Tuition is not insurable.*

<b>TOTAL ESTIMATED PROGRAM COST (not including tuition and fees)</b>	<b>\$6,565</b>
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## **PROGRAM FEES PAYMENT SCHEDULE**

- \$300 CIBS Admin Fee – billed by Center for International Business Studies within 1-2 weeks after confirmation; due by [payment deadlines specified by Student Business Services\\*\\*](#). Charge appears as “Study Abroad Admin Svc Fee”.
- \$200 Education Abroad Fee - to be paid by credit card through Flywire. Information and instructions are provided in the Fee Payment form in the EA portal after committing to the program. Contact Education Abroad with any questions regarding this fee, [abroad@tamu.edu](mailto:abroad@tamu.edu).
- \$3,455 Program Fee (Trigger for CFAR/IFAR Insurance purchase) --- billed in mid-January 2024, [due by payment deadlines specified by Student Business Services](#). Exact billing date will be communicated after the recruitment period in the “Program Confirmation Letter” (this is not an acceptance letter).
- [Tuition and Fees](#) – billed at the beginning of the course term; contact [Student Business Services](#) for all tuition and fees billing questions.
  - May programs – Tuition and fees for the study abroad course is included in spring tuition bill.

*\*\*Students enrolled in the University payment plan can distribute payments across the semester in which they are billed:*  
<https://sbs.tamu.edu/billing-payments/payment-plan/index.html>

## **CANCEL FOR ANY REASON (CFAR) AND INTERRUPT FOR ANY REASON (IFAR) TRAVEL INSURANCE:**

**All students are strongly encouraged to purchase additional travel insurance to protect their financial investment in this program.** Such a plan should assist with expenses that cannot be recovered through TAMU’s CISI policy, including but not limited to flight or program cancellations or costs incurred if recalled to the U.S. due to pandemics, war or civil unrest, personal health or injury, academic/conduct ineligibility, or other reasons that prevent participation on the program. These scenarios could result in significant personal out-of-pocket expenses since they are excluded from CISI’s coverage, and TAMU will not be reimbursing these costs or refunding EA fees. We recommend that you thoroughly read the policy you are considering including the fine print. Many policies may have a “pandemic exclusion.” Look for policies that allow you to cancel for any reason, often called Cancel for Any Reason (CFAR) or Interrupt for Any Reason (IFAR) plans. All questions related to CFAR/IFAR policies should be directed to the insurance carrier and not the Center for International Business Studies or Education Abroad.

## **PASSPORTS**

A passport is required for study abroad programs. A copy of your valid passport is required by **January 15, 2024** and must be submitted in the Education Abroad portal. **Students who are committed to this program and cannot provide a color copy of a valid passport by this deadline will be withdrawn and subject to financial withdrawal penalties.**

***A valid passport for this program requires an additional six (6) months of validity beyond the program return date.*** If you do not have a passport or your passport does not meet these validity requirements at the time of applying to this program, you **MUST** apply for a new passport immediately. Routine processing takes 10-13 weeks and expedited processing takes 7-9 weeks. **If you cannot provide a copy of your valid passport by the date highlighted above, DO NOT APPLY/COMMIT TO THIS PROGRAM.**

[Education Abroad](#) is a passport acceptance facility. If you are in College Station, you can apply for a passport with Education Abroad. If you are applying for a passport outside of College Station, find the nearest location at <https://iafdb.travel.state.gov/>.

## **FUNDING YOUR PROGRAM**

The majority of students who go abroad utilize more than one source of funding. Due to the competitiveness of scholarships, it is always best to consider multiple options (e.g., scholarships, loans, fundraising, sponsorship, personal savings, family support, and so forth). You can find a variety of resources on funding your experience here: <https://abroad.tamu.edu/Funding>.

We strongly encourage you to apply for as many scholarships as eligible to help fund your Education Abroad trip. CIBS offers [scholarships for faculty programs](#) in addition to the [Texas A&M university-wide Education Abroad scholarships](#).

**WITHDRAWAL POLICY** – excerpt from the 2024 CIBS Faculty Programs Participant Contract; the full contract can be accessed and downloaded during the application process in the TAMU Education Abroad Via portal.

Study abroad programs have significant costs and significant withdrawal penalties. Please read all information provided to you carefully and have a conversation with anyone who may be financially supporting you before you commit to the program.

Students in committed status may withdraw from the program at any time and are subject to withdrawal penalties. Please read the full CIBS Faculty Programs Participant Contract in the application for complete information. Below is an excerpt from the CIBS Faculty Programs Participant Contract.

#### **WITHDRAWAL FEES**

Should you withdraw AFTER committing to the program, you will incur the following withdrawal penalties:

- **\$300 CIBS Administrative Fee** - This fee is non-refundable whether or not it has been posted to your account or paid in full at the time of withdrawal.
- **\$200 Education Abroad Service Fee** - This fee is non-refundable whether or not it has been paid at the time of withdrawal.

#### **PLUS**

- **\$500+ Shared Expenses** – budgets are created based on the number of students committed to the program. After the Program Confirmation Letter\* is provided, students are responsible for their portion of shared expenses at a minimum of \$500.
- **Non-Recoverable Expenses (Varies)** – You may incur additional withdrawal charges if funds are committed or paid on your behalf and cannot be recovered either by TAMU or by the sponsoring department or provider/vendor. You will be responsible for paying the balance of the non-recoverable expenses whether or not the deposit and remaining program fees have been posted to your account or paid in full at the time of withdrawal. Non-recoverable expenses include provider/vendor withdrawal penalties.

Please note, the later you withdraw from the program, the higher the non-recoverable expenses will be. Once the program has started, all fees are non-refundable.

After a withdrawal request is received, CIBS will confirm the receipt of your written request by email to your TAMU email address.

1. If CIBS has already paid or committed funds on your behalf at the time of withdrawal, you are obligated to pay the amount committed to or paid by CIBS unless and until the vendor reimburses CIBS or releases CIBS from the financial obligation.
2. Any funds due to CIBS will remain on your TAMU student account, blocking registration in future semesters and issuance of transcripts until such debt is reconciled or discharged.
3. If an A&M-sponsored education abroad program is canceled due to unforeseen circumstances (i.e., natural disasters, war or civil unrest, TAMU Travel Advisory, pandemic, etc.), all efforts will be made to recover any funds already expended on your behalf.\*\*

\*The Program Confirmation Letter is sent to students who are in committed status after the recruitment period ends and the program is confirmed to run. The Program Confirmation Letter is NOT the acceptance letter sent to students after submitting an application.

\*\* All students are strongly encouraged to purchase additional travel insurance to protect their financial investment in this program. See the *CANCEL FOR ANY REASON (CFAR) AND INTERRUPT FOR ANY REASON (IFAR) TRAVEL INSURANCE* section on the previous page.