



## ESTIMATED Budget and Payment Schedule A&M MS SCAN Field Trip 2025

### PROGRAM COUNTRY/IES:

- Portugal

### TRAVEL DATES:

- Depart U.S. on January 4, 2025; Arrive in Porto, Portugal on January 5, 2025
- Depart Lisbon, Portugal on January 11, 2025; Arrive in U.S. on January 11, 2025

Students will purchase airfare on their own. Departure/Arrival information will be provided after the program is confirmed to run. Do not purchase airfare until the flight information is provided.

### EXPENSES FOR THE PROGRAM REFERENCED ABOVE:

Confirmation/Administrative Fee – billed to university student account by CIBS and Education Abroad; not insurable	\$500
<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.*

Estimated Program Fee – billed to university student account by CIBS; insurable	\$2,500
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, etc.)</li> <li>• CISI International health insurance</li> <li>• Contribution toward program leaders’ 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.*

Estimated Out-of-Pocket Estimated Expenses – NOT INCLUDED in the above fees, not insurable	\$2,040+
International flight	\$1,350
Travel Documents (if needed, Passport and/or Visa)	\$190
Meals (not included in Program Fee)	\$500
Personal spending (estimated \$50-\$200/week)	Varies
Estimated Cancel/Interrupt for Any Reason (CFAR/IFAR) Insurance (Recommended)	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.*

TAMU Tuition and fees - not insurable	
Tuition and fees - 3 hours	Included in spring term

*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>\$5,040</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).
- \$2,500 Program Fee (Trigger for CFAR/IFAR Insurance purchase) --- billed on **September 10, 2024**, [due by payment deadlines specified by Student Business Services](#).
- [Tuition and Fees](#) – billed at the beginning of the course term:
  - Winter and 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>

## **CULTURAL INSURANCE SERVICES INTERNATIONAL (CISI):**

All students confirmed to participate on this Texas A&M program will be enrolled in the international insurance plan call CISI prior to departure. The plan provides international medical coverage, emergency and evacuation services, and additional benefits. Students will be covered for the duration of the program. Information on CISI coverage is at: <https://global.tamu.edu/ea/health-and-safety/insurance>

## **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.

## **FINANCIAL RESPONSIBILITY AND WITHDRAWAL POLICY**

Students should carefully plan funding for this international experience with all financial stakeholders (family, friends, scholarship/financial aid offices, banks, etc.). Programs are typically financed through multiple sources including personal funds, financial aid (loans/grants), and potential scholarships. Students may also set up a payment plan with Student Business Services.

- Review the Funding page (<https://global.tamu.edu/ea/funding>) on the Education Abroad website.
- Discuss financial aid (state and federal grants/loans) options and review your aid eligibility with an Aggie One Stop Advisor (<https://aggie.tamu.edu/resources/contact-us>). If you are a committed participant, upload the Cost of Attendance Adjustment Request form to your financial aid portal at <https://myfinancialaid.tamu.edu>.
- Ask when your financial aid will disburse in relation to your program fee payment due dates. Most program fees will be due PRIOR to financial aid disbursement. Discuss resources to pay for your program prior to aid being released.
  - **LT Jordan Overseas Loan Fund** – A 0% interest loan up to \$1,500. Applications are reviewed on the 15<sup>th</sup> of every month starting in October through April. It takes up to three weeks from application review to award disbursement to a student’s account (Howdy Portal). More information is available at <https://ltjordan.tamu.edu/programs/apply>.
  - **Short Term Loan through Financial Aid** – An 8% interest loan up to the total cost of the program, e.g. can also help with flights, tuition, etc. Award decisions are typically made within one or two business days. Funds are typically disbursed to a student’s account (Howdy Portal) about a week or two after award notification. Apply online at <https://sbs.tamu.edu/loans/short-term-loans/index.html>. Students will need to explain what you need the funds for and by when. Below is an example of what you can write in the justification box:

*I am requesting a short-term loan to cover my study abroad expenses this Term 20XX:*

- \$500 Administrative Fees – Due [Month XX, 2024] (due 2 weeks after confirmation)
- \$2,500 Program Fee – Due September 10, 2024
- \$1,350 to purchase international flight; must purchase by October 15, 2024

Once you have committed to the program, the \$200 Education Abroad Administrative fee and the \$300 CIBS Administrative fee are non-refundable. When recruitment has concluded, students will receive a Program Confirmation Letter. Should you withdraw from the program after receipt of the letter, there will be penalties beyond the administrative fees, and they can be significant. Please refer to the Education Abroad Withdrawal & Refund Policy and the 2025 CIBS Faculty Program Participation Contract, which you have read and signed in the application forms regarding the full withdrawal process and associated fees.

**ALL FEES ARE NON-REFUNDABLE IF A WITHDRAWAL REQUEST IS RECEIVED WITHIN 30 DAYS OF DEPARTURE OR AFTER THE PROGRAM START DATE.**

#### **STUDENT BUSINESS SERVICES PAYMENT PLAN**

If you are **not** enrolled in the payment plan, the program fee will be due in full by the September due date: <https://sbs.tamu.edu/billing-payments/due-dates/index.html>. If you are enrolled in the payment plan, payments will be spread across all remaining due dates during the semester in which you were billed. Information on how to enroll in the SBS payment plan is available at <https://sbs.tamu.edu/billing-payments/payment-plan/index.html>.

Please note the following information regarding the payment plan:

- The payment plan is managed solely by Student Business Services.
- Enrollment is required by the deadline of the current semester/term.
- SBS charges a \$50 non-refundable payment plan set up fee (subject to change) upon enrollment.
- Enrollment in the payment plan is not available to students with a \$0 balance at the time of enrollment.
- A down payment is due at the time of enrollment and will be dependent on the balance at the time of enrollment.
- If you withdraw from the program, there is no guarantee that any fees may be removed prior to an installment due date. CIBS requires a minimum of 5 days to finalize withdrawal penalties. More time may be required as needed.

Regardless of whether or not you are enrolled in the SBS payment plan, a late payment penalty may be assessed monthly by SBS for non-payment. If you have a delinquent account, you may be prohibited from course registration in future terms and may be blocked from receiving University services such as transcripts or diplomas.

#### **PROBLEM MEETING THE PAYMENT SCHEDULE?**

Once you have committed to a program, consequent withdrawal will lead to financial penalties that can be significant even early in the process. Speak to your [CIBS coordinator](#) about your situation and your options as soon as possible.

#### **ACKNOWLEDGEMENT**

##### **I HAVE READ, UNDERSTAND, AND AGREE TO THE FOLLOWING:**

- I assume financial responsibility for my participation in this program, including the administrative fees, program fee, Texas A&M tuition and fees, airfare, and other related expenses.
- I understand that because of deadlines associated with contractual obligations incurred by the Center for International Business Studies related to the program, there is the possibility that I may not know how much financial aid or scholarship funding will be available to me for the term of the program until after I am financially committed to the program.
- I have read and electronically signed the **"Education Abroad Withdrawal & Refund Policy"**.
- I have read and electronically signed the **"Terms of Participation for Students"** and understand that I may be dismissed from this international experience for a violation of the terms and conditions set forth in the Texas A&M University Students Rules, dropping below the minimum GPA requirement, and/or violation of the laws of the United States and/or my host country/institution. I understand that any expenses related to my being dismissed or my withdrawal will be my sole responsibility.
- If my planned destination is added to the TAMU Travel Advisory list, I may be asked to relocate, if possible, or the international experience will be canceled, unless a request for exception is approved by the university president. I understand that any expenses related to the relocation or cancellation of the program are my sole responsibility. The Center for International Business Studies will do its best to recover funds, in this case.
- I further understand that I am responsible for my own welfare while overseas.

*I acknowledge that I have read the above Estimated Budget Statement & Payment Schedule for the program referenced above. I also hereby accept the terms of this document and the financial commitment required to participate in said program. In so doing, I release, quit claim, discharge, and waive any and all claims I might have arising out of participation on this program against Texas A&M University, its officers, agents, or employees.*

**Student Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WITHDRAWAL POLICY** – *excerpt from the 2025 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**

The following administrative fees are non-refundable AFTER committing to the program:

1. **\$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.
2. **\$200 Education Abroad Service Fee** - This fee is non-refundable whether or not it has been paid at the time of withdrawal.

#### **PLUS**

You will also incur the following withdrawal penalties AFTER receipt of the program confirmation letter\*:

3. **\$500 Withdrawal Penalty**
4. **Non-Recoverable Expenses (Varies)** – You may incur additional withdrawal charges if funds are committed towards shared expenses and/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 and/or shared expenses whether or not the program fee has posted to your account or paid in full at the time of withdrawal.

**Please note, all fees are non-refundable if a withdrawal request is received within 30 days of departure or after the program start date.**

#### **WITHDRAWAL FEE/REFUND PROCESS**

After a withdrawal request is received from your TAMU email address or the Education Abroad portal, CIBS will confirm the receipt of your written request by email.

1. CIBS requires a minimum of 5 business days to finalize withdrawal penalties. More time may be required.
2. If eligible for a refund, disbursement of funds is not immediate nor automatic and may occur after payment due dates.
3. Program fees will remain on your TAMU student account and subject to late or non-payment consequences including blocking registration in future semesters and the issuance of transcripts until such debt is reconciled or discharged. A late payment penalty may be assessed monthly by SBS for non-payment.
4. 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.

\*\* 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 second page.