Currency Exchange Rate Used – Please follow the web link to http://www.oanda.com/convert/classic. On the day you are filling out the form, convert $1.00 to the currency that will be used on this trip.

Summer Tuition Revenue - There are different tuition rates for undergraduate and graduate students. Please break out the number of undergraduate and graduate credits and tuition rate for your school. Three scenarios should be analyzed on this worksheet, therefore, please enter a minimum, maximum and preferred number of students that could go on the trip. The tuition per student section (grayed out) will automatically calculate the credits times the tuition rate. The Total Gross Tuition Revenue will also automatically calculate in the grayed out sections on the right side of the worksheet. Students that are eligible for tuition exchange or tuition remission must pay the entire cost of the trip, therefore, tuition waivers will not be applied to the student’s account for any study abroad courses.

Operating Expenses – All amounts should be in U.S. Dollars. A tab entitled Trip Expense Detail is provided within the same excel workbook to help you in this section.

Student Expenses and Faculty Expenses – The price per student and faculty for airfare, ground transportation, accommodations, events and meals should be entered on the lines provided all in U.S. Dollars.

Academic Expenses – The total amount for lecturers/honoraria, classroom rental, contingency, and other academic expenses should be entered on the lines provided.

Group Transportation – Any transportation such as bus rental should be one lump sum entered on the line provided.

Net Operating Income/(Loss) – This will automatically calculate the total tuition revenue less total operating expenses.

Study Abroad Fee Calculation – The fee will automatically calculate in the grayed out section on the right side of the worksheet. This fee covers the expenses that the tuition revenue does not. It is calculated by taking the cost per student and subtracting the tuition per student. The fee for graduate and undergraduate students will be different due to different tuition rates.

Cost Per Student – The fee will automatically calculate in the grayed out section on the right side of the worksheet. This calculation takes the total operating expenses plus the OIP fee and divides the total by the total number of students for each scenario. This cost does not include the MedEx fee because it is a separate charge on the student’s bill and should not be included in the Study Abroad Fee calculation.

OIP Fee – The Office of International Programs charges $125 per student for the oversight and coordination of each study abroad trip. This cost will be included as part of the Study Abroad Fee charged on the student’s bill.
**Additional Student Expenses** – These expenses are paid for by each student and are not included on the student’s bill from the University.

A listing of all student’s names and ID numbers should be provided to John Sucha, Dave DeNardo, Rich Esposito and Dave Grousosky 1 month prior to departure for billing purposes. The listing should include the amount of the study abroad fee to be charged and the MedEx fee of $25 in separate columns.

**MedEx Fee** – All students studying abroad are required to purchase Medex. It will be a separate charge on the student’s bill. This is an emergency assistance service facilitating a medical situation in a foreign hospital; a medical transportation service providing evacuation and repatriation; and travel assistance for family to join a hospitalized student.