

Study Abroad Program Planning Worksheet

Faculty wishing to lead study abroad programs should complete this page, print and return it to the Office of Study Abroad along with the Program Proposal form. Faculty transportation, lodging and per diem are paid for by program students as part of the cost budgeted for the program. It is important that the minimum number of students be signed up for the program by the enrollment deadline; otherwise, the program will have to be cancelled.

Program Name: _____

Number of students proposed: Minimum: _____ Maximum: _____

Please create a proposed daily itinerary* on a separate sheet and attach it. List any program related travel that will be included in the program (day trips, weekend trips, etc.) and whether there will be departure from a different location than the one where the program began.

**If a program provider makes the arrangements please include a copy of the program provider's printout detailing the requested information and any additions.*

Airfare / bus / other transportation:

Departure on or about: _____ From: _____ To: _____

Return on or about: _____ From: _____ To: _____

Please indicate if students are required to fly with the faculty or if they have the option of flying independently to meet the group at a specific location on specified date/time.

Students Required to Fly with Faculty: (Please Circle) Yes No

Transfers: from point of arrival to initial lodging: assisted coach transfer / public transportation: taxi / bus/other
In-country travel for group: (Please Circle) Coach / train / bus or subway

Local Contacts: (Please Use an Additional Sheet if Necessary)

Lodging: (Please Circle & Use Extra Sheet If Necessary) home stays/ hotels / youth hostels / university rooms / flats

Address _____ Phone/Fax _____ Website _____

Address _____ Phone/Fax _____ Website _____

Address _____ Phone/Fax _____ Website _____

Meals (if included in program): (Please Circle) one meal per day / two meals per day / three meals per day / meals on weekdays or class days only

Transfers from lodging to point of departure: (Please Circle) assisted coach transfer / public transportation: taxi/bus/other

Budget Items & Method of Payments:

When and how do program providers (airlines, host universities, hotels, tour organizers) require program payments? Are deposits required for their service? Funds must be collected from students early enough to account for these.

Payment deadlines are as follows:

Spring Break, Jan. 26 & Feb. 16, Intercession and Summer I programs: Jan. 26, Feb.26 & March 26;

Summer II Programs: Feb 26, March 26 & April 26

Requested Promotion from the Office of Study Abroad: (Please Circle)

mass email / in class presentations / brochures / flyers / website / Study Abroad fair