

INSTRUCTIONS FOR COMPLETING THE STUDY AWAY BUDGET PROPOSAL

If you are applying for financial aid from Williams College (including student and parent loans) and plan to study away at an approved program, you must complete a budget proposal. If you will attend more than one program during the academic year, a separate budget proposal for each program is required. Do not submit your study away budget proposal until after you have been accepted by your program, approved by the CAS to attend the program, and can document all of the costs associated with your program. *You must attach a copy of your acceptance letter or email to your budget proposal.*

Section A: INFORMATION ABOUT YOUR PROGRAM:

This section must be completed in its entirety. Provide complete information about your program including the name of a contact person and any scholarship/aid you will receive from your program. Since Williams College is required to obtain a consortium agreement from your program, the complete address must be included.

Section B: INFORMATION ABOUT YOUR COSTS:

All expenses must be converted to US dollars.

This section is divided into two parts. Direct charges are the program costs billed by your program. You must determine *exactly* what your program will be billing you and *exactly* what the program includes in these charges. Indirect expenses are all the other costs that you will incur as part of your program.

Documentation of Direct Charges:

You must attach documentation of the direct charges. A copy from the catalog or a statement from the program detailing the charges for the appropriate period of attendance is acceptable. This information may be available from the program's website or from your contact person at the program. Be sure that the documentation is for the appropriate year/semester.

Documentation of Indirect Expenses:

Once you have determined the billed or direct charges, you should investigate the indirect – or non-billed – expenses for the program. Information about many of these expenses (books, personal needs, commuter travel, etc) is included in the information from your program or may be obtained from your program contact. Another source is students who have previously attended the program. The Dean's Office has a notebook of impressions from students who have studied away that can serve as a guide. Please note that if the amounts you list do not seem reasonable, you will be asked to supply documentation.

A reasonable allowance to cover expenses during the vacation/break period of the program will be part of your budget. A maximum of \$100/day will be allowed. You must indicate the dates of your vacation/breaks to have these costs included.

The cost to travel from your home to your program will be part of your budget. Many programs include a group flight as part of their billed costs. If this is the case, this expense should be included in the Direct/Billed Charges section. If travel *is not* included as part of the billed program charges, you should include the cost for a round-trip in the Indirect Expenses section. Please read all of the program literature to see if they use a travel agency that provides discounted flights. You should investigate the cost for travel either with a travel agent or online.

Name _____ Williams ID # _____ Class _____

Study Away Program _____ Country _____

Section A: INFORMATION ABOUT YOUR PROGRAM:

Exchange Rate _____ = \$1 U.S.

Program Address _____

 Program Contact Person _____
 Program Telephone # _____
 Program FAX Number _____

Academic Year
 Fall Term
 Fall Term/And WSP
 WSP/And Spring Term
 Spring Term

Duration of Program: From: _____ To: _____
 Month Day Year Month Day Year

I have applied for a scholarship/aid from the program YES NO. If yes, indicate the amount of scholarship you will receive: \$_____. If the program has not yet provided information about your award, you must inform the Office of Financial Aid *directly* of the amount of your award.

Section B: INFORMATION ABOUT YOUR COSTS:

I will live: in housing provided by the program with a family in a home-stay situation off-campus

Direct (Billed) Program Charges

Proposed (US \$) Approved by Financial Aid

Tuition	\$ _____	\$ _____
Room (if charged by program)	_____	_____
Board (if charged by program)	_____	_____
Required fees (list)	_____	_____
(do not include refundable charges)	_____	_____
Round trip fare if billed by the program	_____	_____

TOTAL of Direct/Billed Charges \$ _____

Indirect (Non-billed) Expenses Associated With Your Program

Housing (off campus) Include rent and utilities	_____	_____
<i>You must attach a copy of your lease to document your rent if not billed by the program</i>		
Food/Meals not charged by program	_____	_____
Round trip airfare to get to and from program	_____	_____
Travel cost from home to departure site	_____	_____
Passport/Visa	_____	_____
Shots	_____	_____
Books & Supplies	_____	_____
Personal expenses (laundry, entertainment, etc.)	_____	_____
Required fees (list)	_____	_____
(do not include refundable charges)	_____	_____
Local travel	_____	_____
Required field trips (not included in direct charges)	_____	_____
Vacation/breaks: Transportation	_____	_____
Date ____ to ____ Housing	_____	_____
Date ____ to ____ Food	_____	_____

TOTAL of Indirect Expenses \$ _____

All information on this form is true and complete to the best of my knowledge. I understand that I will not receive more Williams Scholarship if my program cost is higher than the cost of attending Williams. I will inform the Office of Financial Aid directly of all scholarships that I will receive, including scholarships received from my study away program. It is my responsibility to provide a copy of my study away program bill to the Bursar. I understand that any past-due balance on my Williams College student account will reduce the amount of funds available to be forwarded to my study away program and that I must make up the difference with the program.

Student signature: _____ Date: _____