The University of Michigan supports a diverse range of education abroad experiences for students, including (but not limited to): study abroad programs or semester exchanges, internships, service learning projects, and research opportunities. In many cases, these experiences have associated costs for individual student participation. An education abroad program fee is the portion of the participation cost paid by each individual student beyond U-M tuition. The sponsoring U-M academic or business unit recommends education abroad program fees based on the unique design of the experience, partner or provider costs, and available resources within the unit. The fee for credit-bearing programs is then approved by the Fee Committee, which was given this authority by the University of Michigan Board of Regents.

If a student is paying U-M tuition for the program, that U-M tuition covers on-campus course instruction, facilities and administrative overhead. Acceptable components of an education abroad program fee include the costs of student participation that are not typically covered by U-M tuition (e.g. accommodation or individual meals) or unusual instructional costs that are required to deliver the program off campus at an international location (e.g. faculty travel or support services at the program site). Depending on how the program is organized, some of the following may be appropriate components of the program fee.

A. Allowable costs for all off-campus educational programs (programs that charge U-M tuition and programs that do not charge U-M tuition):

1. Materials, supplies, devices, or equipment fully consumed within the program.
2. Printed materials, licensing, or copyright fees (e.g. lab experiments, case studies)
3. Goods that are retained by the students (e.g. videos, reference materials, software).
4. Admission, entry, event, or participation costs for participants.
5. Classroom, facility and information technology expenses at host location.
6. Excursions, entry, event, or participation costs for participants.
7. U-M faculty or instructor travel, accommodation and meals.
8. U-M staff travel, accommodation and meals for direct supervision or logistical support.
9. Stipend for local staff for direct program supervision or logistical support.
10. Host institution or provider fees for non-instructional items and services.
11. Pre-departure orientation programs and materials.
12. On-site orientation programs and materials.
13. Student transportation to and from the program location.
14. Student accommodation at the host location.
15. Student hosting for group meals that are included in the educational program.
16. On-site transportation.
17. U-M travel abroad health insurance (for international programs only).
18. Currency conversion costs and wire transfer fees (for international programs only).

B. Additional allowable costs for off-campus programs that do not charge U-M tuition:

1. Cost of instruction for coursework, which may include host institution tuition, provider tuition, U-M faculty salary and benefits for direct instruction of the program course[s] or stipend for local instructor on site.

C. Excluded costs for all educational program fees:

1. Costs for companions or dependents of U-M instructors/U-M staff who are on-site for the program.
2. Except where allowable in item V.B.1 above, costs or reimbursements of regular faculty or staff compensation expenses or supplemental stipends.
3. Cross subsidies for other unit-level educational programs.
4. Department administrative or operating overhead costs associated with providing off-campus educational programs. Examples include communications, future program development, outreach events, advising and other unit or campus-level services that are available to all students.

**Education Abroad Program Fee Preparation and Billing to U-M Student Accounts**

Units have the primary responsibility and authority to develop study abroad program fees that adhere strictly to guidelines in SPG 601.39 “Student Tuition and Fees”. Steps to implement and bill the program fee:

1. Review SPG 601.39 “Student Tuition and Fees”, particularly sections VI, VIII, and IX.
2. Complete the companion Education Abroad Program Fee Request Form, including Deans Office/Budget Administrator approval.
3. Complete the companion Education Abroad Program Fee budget template.
4. Submit items 2 & 3 to the Fee Committee at FeeComm@umich.edu, which includes representatives from the Registrar’s Office and Student Financial Services.
5. Student Financial Services will work with the sponsoring unit to set up the billing process and post charges to individual student accounts.

Please note that Fee setting and billing to student accounts requires the sponsoring unit to:

1. Ensure that education abroad program fees follow the guidelines for acceptable expenses listed above and in SPG 601.39.
2. Ensure that the education abroad experience and the associated program fee are approved by the appropriate unit-level authority.
3. Publish the program fee for students view prior to billing, including a list of items that are included in the program fee. This can be accomplished through the M-Compass system for education abroad and engaged learning, program-specific web pages, or printed materials.
4. Publish the billing date and payment deadline for student view prior to billing. This can be accomplished through the M-Compass system for education abroad and engaged learning, program-specific web pages, or printed materials.