STUDY ABROAD ADMINISTRATIVE FEE
FOR DIVISIONAL PROGRAMS

In order to fulfill the responsibilities assigned to the International Center in the Collected Rules and Regulations of the University of Missouri (210.070), the center charges a fee to provide core support services to all MU students participating in university-approved study abroad programs. Beginning with summer 2016 programs, this fee will increase from $75 to $125 for programs managed by offices other than the International Center. The additional revenue will be used to cover costs for expanded use of myStudyAbroad, a software application for managing study abroad programs.

WHAT DOES THE FEE COVER?
The study abroad administrative fee covers the cost of providing the following services for all participants in MU-approved study abroad programs:

- **Review and approval**
  > Review and approve study abroad programs for compliance with standards of good practice to ensure students’ health, safety and security.

- **Administration and advising**
  > Maintain a single database of contact and emergency contact information and itineraries for all participants.
  > Provide materials and procedures to help ensure students’ health, safety and security, including a mandatory, comprehensive pre-departure orientation.
  > Review student health and conduct information.
  > Provide campuswide resources to address student financial barriers to study abroad, including regular information sessions and workshops.
  > Support students when they return from study abroad through outreach, career integration programming and targeted events.

- **Technology and communication**
  > Purchase and maintain the myStudyAbroad software for all MU-approved study abroad programs.
  > Institutional and national reporting of data regarding MU-approved study abroad programs.

- **Emergency response and training**
  > On-going risk assessment and management by monitoring of health, safety and security issues.
  > Emergency preparedness and response plans for the MU campus and 24/7 emergency response.
  > Materials and training for MU faculty and staff members about best practices for risk management and emergency response for MU-approved study abroad programs.

HOW IS THE STUDY ABROAD ADMINISTRATIVE FEE BILLED AND COLLECTED?
The fee will be billed to participants’ MU student accounts and is payable through myZou or the Office of Cashiers. The fee will show up as a separate charge on a student’s account, in addition to fees charged by the program’s administering office.

WHEN IS THIS FEE BILLED?
The fee is billed after a student commits to an MU-approved study abroad program in myStudyAbroad.

WHAT IF THE STUDENT WITHDRAWS FROM STUDY ABROAD AFTER COMMITTING?
The fee is non-refundable after a student commits to an MU-approved study abroad program in myStudyAbroad. In cases of extenuating circumstances that prevent a student from going abroad, the student may submit a letter of appeal to request a refund of the study abroad administrative fee to the International Center.

If you have questions, contact Barbara Lindeman, director of study abroad/assistant director of the International Center (lindemanb@missouri.edu).