



OFF-CAMPUS STUDIES BUDGET WORKSHEET

Carleton Seminars and Break Programs

Student Name: _____ Student ID: _____

Email address: _____@carleton.edu Program Name: _____

Term(s)/Year of program: _____ Term on leave due to summer program: _____

If you are enrolled in a Carleton Summer off-campus studies program, you must take a leave of absence from Carleton during the academic year following your trip. Please indicate the term/year you'll be on leave.

Introduction:

This worksheet is to provide a) accurate data for Student Financial Aid (SFA) to adjust your financial aid for your off-campus studies term, and b) give you and your family an estimate of the total cost of your off-campus study program.

Instructions:

1. Access the Additional Cost Estimate on your student portal – this is needed to help complete the form.
2. Return the completed worksheet to Student Financial Aid by dropping it off in the lower level of Scoville Hall or emailing to financialaid@carleton.edu.

If you need assistance completing the form or would like to inquire about aid adjustments, please schedule an appointment with Tina Kukowski in Student Financial Aid (SFA).

Item/Category	Amount
Program Fee - Carleton Comprehensive fee per term for 2024-25.	\$28,826
*Travel to/from program site Use a reputable search engine to find a cost estimate for a round-trip flight from Carleton or your home to your program site OR the group flight cost, if applicable. Suggested search engines include Google Flights, Orbitz, or Student Universe. Print this out or take a screen shot and attach to this form. Additional Cost Estimate sheet is <u>not</u> acceptable documentation for this cost.	
*Passport Only include if you don't have one or your current passport is expired. New US Passport costs \$165, adult renewals are \$130. Photos can be taken on-site for \$15.	
*Visa/Residence Permit Cost of visa and any additional cost required to obtain the visa. You must provide documentation of cost.	
Additional program travel Cost of travel between program sites or other mandatory travel not covered by the program fee. Must provide documentation of additional cost.	
Books, supplies, and personal expenses. - Standard Carleton estimate	\$626
*Required Gear - Refer to OCS Additional Cost Estimates and list items needed and enter total. _____ _____ _____	
Travel insurance Only include if you are actually purchasing. May cover airline cancellations, travel delays, lost, stolen, or broken valuables, etc. You must provide proof of purchase (receipt) before expense will be considered.	
*Other - List any cost not included above and enter total. _____ _____ _____	

Total Program Cost: _____

*You should have funds set aside to pay for these item as they are usually required prior to aid being available for the term. If you anticipate difficulty paying these expenses you should talk with OCS or SFA adviser.

Certification

- I have reviewed the costs associated with this off-campus program and understand that any additional expenses beyond the cost of a term at Carleton are the responsibility of the student/family.
- To help cover the additional cost, I have the option to request additional assistance by completing the Off-Campus Studies: Financial Aid Scholarship and Loan Application.
- I understand that any outside scholarship I receive for my program must be reported to the Student Financial Aid Office.
- I understand I must be enrolled as a full-time student to receive financial aid for off-campus studies.
- I understand that in the event my program is canceled flight cost are still the student/family responsibility.

Signature: _____ Date: _____

More information can be found on the following websites:

Off Campus Studies <https://www.carleton.edu/ocs/advising/scholarships-aid/>

Student Financial Aid http://apps.carleton.edu/campus/sfs/applying_aid/aid_ocs/

Scholarship Deadlines: *Deadlines are published on the Off-Campus Studies: Financial Aid Scholarship and Loan Application webpage.*