



Carleton

OFF-CAMPUS STUDIES BUDGET WORKSHEET

Non-Carleton Programs

Student Name: _____ Student ID: _____

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

Program Sponsor: _____

(For example: SIT, DIS, CIEE, Butler, ACM, etc.)

Program URL: _____

Program Dates (mm/dd/year): _____ to: _____

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.

This worksheet is required as part of the Off Campus Studies (OCS) approval process for students on need based financial aid.

Instructions:

1. Access your program's website and find the section on program cost or fees. Programs generally list their fees, what cost they include and exclude, and give an estimate of additional expenses. You will need this information to complete the worksheet.
2. Return the completed worksheet to Student Financial Aid (SFA) by dropping it off in the lower level of Scoville Hall or emailing to financialaid@carleton.edu. Within 3-4 business days of receipt, your form will be marked as received in your OCS student portal.

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/Tuition Fee - Amount billed by the program sponsor. <i>You must provide documentation of this cost from the program.</i>	
Carleton Administrative Fee - \$500 for all non-Carleton programs	\$500
*Application Fee/Deposit/Registration Fee - Students pay these fees directly to the program sponsor.	
Room/Housing -Rent, utilities, homestay fees, other lodging expenses. Only include those that are not included in the overall program fee. <i>You must provide documentation of this cost from the program.</i>	
Board/Meals - Meal plan or estimated meal cost given by the program sponsor. <i>You must provide documentation of this cost from the program.</i>	
*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. Suggested search engines include Google Flights, Orbitz, and Student Universe. <i>Print this out or take a screen shot and attach to this form.</i>	
Required Local & Additional Transportation - Public transportation passes, other local transportation costs, travel between program sites. Only include if it is not a part of the program fee. <i>You must provide documentation of this cost from the program.</i>	
*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. <i>You must provide documentation of cost.</i>	
Textbooks and required gear. - List amount suggested by program sponsor. _____ _____	

<p>*Travel insurance - Only include if you are actually purchasing. May cover airline cancellations, travel delays, lost, stolen, or broken valuables, etc. <i>You must provide proof of purchase before expense will be considered.</i></p>	
<p>*International Health Insurance - Most programs include international health insurance and travel assistance. If you find that your program does NOT include adequate insurance you should check your US insurance policy and/or purchase an international insurance plan. More information is available on the OCS website. <i>You must provide proof of purchase before expense will be considered.</i></p>	
<p>* Other -List any cost not included above.</p> <hr/> <hr/> <p><i>You must provide documentation of cost listed from the program.</i></p>	

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 cost 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.
- I understand that if the program cost less than the cost of attending Carleton my financial aid award is subject to review and may be reduced.
- 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.

Signature: _____ Date: _____

More information can be found on the following websites:

Off Campus Studies http://apps.carleton.edu/curricular/ocs/money_matters/carletonscholarships/

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.