PAYMENT POLICY FOR KANSAS STATE EDUCATION ABROAD
BACKGROUND AND PARTICIPANT FINANCIAL RESPONSIBILITY

INDEPENDENT VERSUS AFFILIATED VERSUS FACULTY-LED PROGRAMS
This Payment and Refund Policy applies to all study abroad programs as described below. Different fees apply depending on the type of program. Independent and Affiliated programs are not supervised or controlled by Kansas State University. Affiliated programs are programs for which there is an exchange agreement or other similar agreement between Kansas State University and a foreign host institution or third party service provider that allows students to enroll in a foreign institution and/or program, while Independent programs are unaffiliated, i.e., when there is no exchange agreement or other similar agreement with Kansas State University and the student must only make arrangements for enrollment directly with the host institution (but may independently make arrangements with Kansas State University for transfer of credit). Faculty-Led programs are those study abroad programs that are directed by Kansas State University faculty and/or staff.

AN ESTIMATE IS NOT A GUARANTEE
The Kansas State University Study Abroad Office provides an estimate of costs and expenses for Independent, Affiliated, and Faculty-Led study abroad programs. A participant’s particular study abroad experience may be more or less expensive than the estimate produced by the Kansas State University Study Abroad Office, depending on the participant’s personal expenses and choices. Before departing for the program, the participant is encouraged to obtain a study abroad program cost estimate sheet from the Kansas State University Study Abroad Office, but must understand that such estimate is not a guarantee and is not otherwise binding on the University.

FINANCIAL AID
It is each participant’s responsibility to finalize arrangements or disbursement of all financial aid and scholarship money, if any, as well as the terms regarding acceptance of those funds.

NON-REFUNDABLE
All deposits and payments, including without limitation the Kansas State University Study Abroad Administrative Fee, the MLANG Placeholder Course Fee, and any applicable Program Fees (all described below), costs and expenses, associated with the participant’s study abroad program become non-refundable and non-transferable at the time the participant’s application status becomes “committed” (as defined below for the applicable programs), unless specifically stated as an exception below.

DESCRIPTION OF FEES
1. The Kansas State University Study Abroad Administrative Fee ($150) is a fee collected for all Affiliated programs, Faculty-Led programs, other programs for which a student will receive academic credit at Kansas State University, and those other programs in which participation in the program is required for the participant to complete their academic program major. When a participant pays the Administrative Fee, it indicates the participant’s intent to participate in the applicable study abroad program. Depending on which program, the Administrative Fee covers different services and facilitation provided by the Study Abroad Office. For example, it may cover study abroad advising,
processing of applications, orientation, workshops, materials, processing, and other related services, as applicable to the type of program.

2. The $25 MLANG Placeholder Course Fee (sometimes referred to as the Registrar’s/Cashier’s Fee or Enrollment Fee) is assessed by the Cashier’s Office to the participant’s KSIS account to keep a study abroad participant in active student status and is applicable to all study abroad programs for which students will receive credit from an institution abroad and transfer such credit back to Kansas State University. The participant must pay such fee in order to transfer credit from an institution abroad.

3. Participants of Faculty-Led Study Abroad Programs must pay a “Program Fee” to Kansas State University. The Program Fee is a fee charged for travel, accommodation, international health insurance when required for the applicable program and applicable participant, and other costs and expenses that are in addition to the regular tuition and fees. It includes the Kansas State University Study Abroad Administrative Fee.

4. Health insurance fees. International health insurance is required for students in Affiliated and Faculty-Led programs. For Faculty-Led programs, the insurance fee (when applicable) is collected as part of the Program Fee. For Affiliated programs, participants must purchase international health insurance, either through United Healthcare Global, the application for which is available through and payment is made through the Kansas State University Study Abroad Office, or through a third party provider that provides an equivalent international health insurance policy. Participants of an Independent program are encouraged to purchase international health insurance, but not required. For more information on who must and may purchase international health insurance, please see http://www.k-state.edu/studyabroad/before/healthandsafety.html.

5. The participant is responsible for and obligated to pay all applicable fees at the time the participant’s status becomes “committed” (further defined below). At that time, fees are due and owing, and no refunds or adjustments will be made, regardless of whether Kansas State University has yet posted or collected the applicable fee. Applicable fees for Independent, Affiliated, and Faculty-Led programs are charged to the participant’s KSIS account at or before the beginning of the intended study abroad term.

6. Any late fees or collection costs that result from a participant’s failure to timely make any payment due, or otherwise from the participant’s action or inaction, is the participant’s sole responsibility and chargeable to the participant. For example, if Kansas State University is charged collection fees on a payment due from a participant, those fees will be charged to the participant.
ADDITIONAL APPLICABLE POLICIES FOR INDEPENDENT AND AFFILIATED PROGRAMS

Once Independent or Affiliated program applicants have completed all required application materials, a Study Abroad Office staff member will review the application and make an acceptance decision. If accepted, the participant must then finalize participation in a study abroad program by clicking on the "commit" button on their online application. By completing this step, the participant becomes “committed” for the applicable Study Abroad Program.

Independent and Affiliated programs often have costs in addition to any applicable fees explained above, including without limitation funds due to a host institution and/or third party program provider. Expenses associated with Independent or Affiliated program participation are the participant’s responsibility, are subject to specific program guidelines, and it is the participant’s responsibility to be aware of those deadlines.

Kansas State University tuition deadlines for Affiliated program participants, if applicable, are the same as regular university deadlines.

ADDITIONAL APPLICABLE POLICIES FOR FACULTY-LED KANSAS STATE UNIVERSITY PROGRAMS

By (1) completing the application, and (2) being accepted by the faculty leader and the Study Abroad Office, the participant’s application for a Faculty-Led study abroad program is considered complete and the participant is “accepted.” The participant is then responsible for changing the status of their application from “accepted” to “committed”. Once an applicant changes the application status to “committed”, the applicant is responsible for the Program Fee even if the applicant withdraws from the program.

The Program Fee is non-refundable and non-transferable. In the limited circumstances below, however, a refund may be available to participants of Faculty-Led Study Abroad Programs:

☐ If the minimum number of students for a Faculty-Led study abroad program is not met and the Kansas State University Study Abroad Office cancels the program for that reason, all participants will receive a full refund of the Program Fee, including the Kansas State University Study Abroad Administrative Fee ($150).

☐ If a Faculty-Led study abroad program is cancelled at any time for any other reason, including without limitation for safety reasons and other reasons outside the control of Kansas State University, only those costs and expenses refunded to Kansas State University by third-party program providers will be refunded to participants.

☐ If the participant withdraws from participation in the Faculty-Led study abroad program for any reason (see withdrawal procedures at http://www.k-state.edu/studyabroad/about/policies.html), the participant will not be reimbursed for any Program Fees except to the extent the costs and expenses associated with the withdrawn participant can be recovered from third-party program providers. The withdrawn participant also remains responsible for the Program Fees not yet paid by the participant to the extent payments have already been made by, or charges are due from, Kansas State University as a result of the participant’s commitment to the program.
Tuition for Faculty-Led programs is assessed as follows:
   (a) If the participant enrolls in the course prior to the official start date of the corresponding term, tuition will be due the first day of regular classes for that term;
   (b) If the participant enrolls in the course after the official start date of the corresponding term, tuition will be assessed on the 15th of the month, and due the 15th of the following month.

Program Reserve Policy
In the event that a surplus of Program Fees are collected, the faculty leader, in consultation with the study abroad office, may decide to use this Program Reserve in the ways described below.

**Before International Travel:**
If there is a projected surplus of Program Fees after the roster of committed students is finalized, but before student are billed, the faculty leader, in consultation with the study abroad office, has the following options to use the projected surplus:
- Keep the projected surplus entirely to use in case of emergency
- Reduce the Program Fee billed to students
- Keep the projected surplus for a future iteration of the program

**During International Travel:**
If there is an actual surplus determined during the travel portion of the program, the faculty leader, in consultation with the study abroad office, has the following options to use the actual surplus:
- Use the actual surplus in case of emergency
- Add additional/unplanned student program activities
- Keep the projected surplus for a future iteration of the program

**After International Travel:**
If there is a surplus determined after reconciliation of costs, the faculty leader, in consultation with the study abroad office, has the following options to use the actual surplus:
- Use surplus to reimburse faculty leader out of pocket expense related to an emergency
- Keep the projected surplus for a future iteration of the program

After reconciliation of costs, any surplus Program Fees remaining in the Program Reserve will be available for future iterations of the program.

Program Reserves can only be used for student program expenses. Surplus Program Fees cannot be used by the Office of International Programs for any purpose other than student Program Fees or student emergency fees, nor may faculty leaders use these fees for faculty leader expenses. If there is a deficit in faculty leader expenses determined after reconciliation of costs, the faculty leader, in consultation with the study abroad office, has the following options to account for the actual deficit:
- Use tuition otherwise appropriated for salary or DRA
- Use tuition reserves collected from previous iterations of the program
- Use department or college funds
- Use personal funds