



Category:  
Academic Affairs  
Financial

Responsible Office:  
[University Controller](#)

**Procedure Title:**  
Study Abroad Programs: Financial Procedures

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This procedure item applies to:  
State-Operated Campuses

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## Summary

International programs involving study abroad, formal exchanges of faculty, staff or students, or international assistance, conducted as official programs of the State University of New York (University) or any of its entities are subject to review and approval by the University chancellor or designee.

The tuition and study abroad program (SAP) fees and charges should be administered in accordance with the following guidelines.

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## Process

### **I. Procedures related to a student's Home Campus when the Home Campus is not the Administering Campus of the approved SAP Program in which the student is a participant**

- A. The director of international education (DIE) at each campus will formally advise the bursar, at their campus, the names of students participating in the various Study Abroad Programs (foreign exchange program students and OAP students). This advice should be received by the bursar at least ten (10) days prior to the beginning of the semester in which the SAP program takes place.
- B. All SAP students will register and pay tuition and non-SAP fees at their home campus. Any specific SAP fees or charges will be billed by the administering campus.
- C. Home campus will continue to report student headcount, but no Full-time Equivalent (FTE's) will be generated.
- D. Home campus will reduce projected tuition revenue by the amount generated by the SAP students (this will be reported in the State University Tuition Reimbursable Account (SUTRA) Credit Bearing Programs - OAP portion of the Adjustments to Enrollment section of the Revenue Projections System).
- E. Any SAP programs conducted during an intersession (winter session or any session between the fall and spring semesters) will have tuition charged at the appropriate rate times the number of credit hours to be earned. These credits will not be considered as a part of the spring semester at the home campus, nor a part

of any SAP program given in the spring semester.

F. The home campus is responsible for collection of the tuition and non-SAP fees, including late payment fees.

G. Every campus will have a SUTRA SAP Tuition Exchange Account (No. 960002) strictly for SAP tuition receipts that are to be vouchered to an administering campus.

H. All financial aid funds will be the responsibility of the home campus. These programs may require special handling by the financial aid offices. Arrangements will need to be made with the SAP student before they leave for the program trip for purposes of being certain the financial aid funds are applied correctly and/or received by the student.

I. SAP tuition receipts collected by a home campus that is not administering an approved SAP Program should be distributed as follows:

1. Deposit receipts in local depository. The office of the state comptroller (OSC) will wire transfer the funds into the collection fund (344-xx).

2. Distribute tuition from the collection fund into the offset fund (345-12) via the AC1370 revenue transfer application, utilizing one of the following applicable tuition revenue classes:

- 12802 – Tuition current school year
- 12803 – Tuition summer session
- 12805 – Tuition winter session

Note: all other non-SAP fees will be retained by the home campus and distributed to proper funds / revenue classes.

3. The campus will then need to transfer the SAP tuition receipts into the SUTRA SAP Tuition Exchange Account (No. 960002) via the FM909 application using revenue class 19380 - transfer from / to other funds – tuition OAP. An offsetting entry to revenue class 12818 - transfer from / to other funds – tuition OAP in the offset fund will automatically be generated.

4. The administering campus will send a request for tuition payments to the home campus. Payment will be made by the home campus to the administering campus by means of a voucher charging the SAP Tuition Exchange Account (No. 960002) using object of expense 5885 (other services). The home campus will process vouchers for the full amount, payable to each of the administering campuses as follows:

a. Fall semester tuition to be vouchered on or before November 1.

b. Spring semester tuition to be vouchered on or before March 1.

c. Summer semester (and intersession) tuition to be vouchered within 30 days of registration.

## **II. Procedures related to an Administering Campus (the campus that operates an approved Study Abroad Program(s))**

A. Every administering campus will have a SUTRA SAP Administration Account (No. 960003) for approved SAP(s).

B. A large portion of the expenses from the SAP Administration Account (No. 960003) will be paid to the "SAP Paymaster" (see Section IV below). In order that these payments are segregated from all others, the

use of sub-accounts will be made as follows:

- 960003 - 01 to 49 (may be used for specific SAP programs)
- 960003 - 50 will be utilized only for payments to the "SAP Paymaster"
- 960003 - 51 will be utilized only for refunds to students paid from funds collected

C. The administering campus DIE will send a bill for tuition to each home campus with students participating in their SAP. Tuition Differential and Overseas Charges (i.e., travel, room, board, visa, and related expenses) will be directly billed to participating SAP students.

D. SAP tuition receipts collected by the administering campus should be distributed as follows. Note: this includes SAP tuition receipts from students on campus, tuition checks received by the administering campus from each home campus, and tuition differential receipts.

1. Deposit receipts into the local depository. OSC will wire transfer the funds into the collection fund (344-xx).

2. Distribute tuition from the collection fund into the offset fund (345-12) via the AC1370 revenue transfer application as follows:

a. for SAP tuition receipts from students on campus (matriculated students) use the following:

- 12802 – Tuition current school year
- 12803 – Tuition summer session
- 12805 – Tuition winter session

b. for SAP tuition checks received by the administering campus from a home campus, and tuition differential receipts use:

- 12819 – Tuition Other

3. The campus will then need to transfer the SAP tuition receipts into the SUTRA SAP Administration Account (No. 960003) via the FM909 application using revenue class 19380 - transfer from / to other funds – tuition OAP. An offsetting entry to revenue class 12818 - transfer from / to other funds – tuition OAP in the offset fund will automatically be generated.

E. The overseas charges (i.e., travel, room, board, visa, and related expenses) will be deposited into an agency account (see Agency Account Guidelines).

F. Exchange programs – in any overseas study program involving direct student-for-student reciprocal exchange between the University and a host university abroad, the University will levy no tuition charge on the foreign students coming from the host institution if no tuition is charged to University students going to the foreign university. Because of this reciprocal agreement with the foreign institution, the non-resident differential will not be charged for the incoming exchange student.

G. The president of the campus is authorized to waive tuition in such cases as he deem necessary for the proper operation of the student exchange program.

H. Each campus receiving foreign students under exchange agreements of other SUNY campuses will consider and report their tuition as an add-on to the total campus allotment of tuition waiver funds in all categories.

I. The DIE of the administering campus will report student withdrawals to the home campus DIE at the earliest opportunity. Before any refund is made, the administering campus should verify, with the home campus, that the student has paid the appropriate charges at the home campus.

J. Refund schedules are based on the dates of the specific SAP program, not the schedule of the home campus, or the administering campus. Other than this different date, the SUNY Refund Procedure should be

followed.

### III. Procedures for the transfer of funds to the SAP Paymaster

- A. The University retains the services of a fiscal agent for the University study abroad programs. The fiscal agent will maintain accounts at an acceptable financial institution for conversion to foreign currencies at prevailing rates for the participating SUNY campus from funds transmitted from time to time by each campus.
- B. As shortly after April 1 as possible, the administering campus DIE will prepare a budget, program by program, indicating major areas of expenditure. Copies of this budget(s) need to be submitted to the office of the provost and vice chancellor for academic affairs, system administration for its approval and authorization.
- C. As soon as the budget has been approved by the office of the provost and vice chancellor for academic affairs, they will advise the DIE and OSC that funds can be transferred in the approved amount to the fiscal agent.
- D. The campus DIE submits a purchase requisition and a copy of the approval letter and program budget to the campus purchasing office (please note the purchase requisition does not have to be for the full budgeted amount since numerous requisitions can be submitted during the course of the academic year).
- E. The campus purchasing office encumbers the funds against the SUNY-wide contract and submits the encumbrance documents (AC-340 and BCL) and a copy of the approval letter and budget to OSC for approval and audit release.
- F. Campus DIE will submit a NYS standard voucher to the fiscal agent for signing/authorization. As soon as the campus receives the signed authorized standard voucher from the fiscal agent, campus accounts payable will process vouchers for payment in order for OSC to issue a check to the fiscal agent.
- G. All other procedures, i.e., changes in amounts to be expended for separate programs will follow previous procedures and can be dealt with directly with the fiscal agent's office without informing System Administration except in those cases where the transfers from one program to another will exceed 10% of the budget total.

### IV. Procedures related to the expenditure of funds from the fiscal agent

Each Program Director should have in her/his possession a copy of her/his program budget, obtained from the campus office of international programs. The overseas portion of this budget specifies the amounts available for adjunct instruction, adjunct supervision, supplies and expenses for office operation, field trips, local travel, space rental, secretarial, tuition and fees, other (equipment etc.).

The DIE on each campus should also give each Program Director, prior to her/his departure, a copy of these procedures and an adequate supply of Form A: Request for Payment (RFP) Forms.

A. To receive payment for budgeted expenditures, the Program Director fills out Form A: Request for Payment (RFP) form that has been specially devised for overseas activities. Procedures to follow in filling out a Request for Payment form are as follows:

#### 1. Campus and program information

- The campus name and program, foreign city and country, and program director information must be filled in.
- Each campus has an assigned code. Fiscal agent uses this code to track balances.
- Program number - each campus has the ability to create as many program numbers as they wish. The first three digits of the program number is the campus assigned code. The next three digits represent the specific program number. If a specific program number is not assigned to the RFP, funds will be allocated to the specific campus, but a miscellaneous program code will be

assigned.

- Request for payment no. – should be sequentially numbered. The RFP number is not program specific but is campus specific. For example, if a campus has an assigned code of 205 and this is their 15<sup>th</sup> request for the current fiscal year (August 1, 2004 – July 31, 2005) the RFP no. would be 205/05/15.

2. Payee and bank details

- Provide the method of payment (USD Check, USD Wire, Foreign Check, and Foreign Wire).
- Payee name – person (or vendor) who is to receive the check for the goods or services.
- Account name – for wires this is the exact name of the payee's account which funds will be wired to.
- Bank name, bank address, and bank sort ABI/swift code – banking information for payee's bank account.
- Additional information – any other pertinent information (i.e., if there is intermediary).

3. Items and amounts

- Amount in local currency (LC) – specify which currency and the amount of local currency here (GBP, EUR, AUD, etc). These will be converted at daily spot rates.
- Amount in USD – amount of US wire or check. If you wish to convert a certain amount of LC to USD, please specify that here.
- Check number – US check and foreign currency check numbers provided by the Paymaster.
- Date – Date when the transaction is carried out.

4. Expense and authorization

- Type of expense – use code letter listed in lower left box on form.
- Dates of service - indicate date of purchase or, in the case of personnel service, the exact period covered.
- Signature of SUNY Director – fiscal agent can only process requests from an authorized SUNY staff member. It must be signed by the DIE or an appointed staff member of his or her choice. Fiscal agent will require authorized names and sample signatures.
- How requests are sent – you can send RFP's by fax only if you prefer. If you send the RFP by email, the fiscal agent will require a signed copy before processing the request.

**V. Other General Information**

A. Academic approval of the SAP SUTRA IFR program is the responsibility of the office of the provost and vice chancellor for academic affairs, system administration.

B. Related approval of the financial aspects of the SUTRA IFR programs is the responsibility of the University budget office.

C. The SUTRA IFR's need to be flexible to allow for the addition of allocation for additional enrollment (or reductions, if appropriate).

D. While the SUTRA IFR program may continue year-to-year (as other IFR programs do) there will still be a need for annual approval of the program by the office of the provost and vice chancellor for academic affairs.

E. Jointly Sponsored SAP'S - in instances where more than one campus sponsors an SAP, the same principles apply that would apply if the SAP were sponsored by a single campus. Each of the sponsoring campuses would set up a local campus budget for the activity. The various elements of cooperation, which may include administrative responsibilities, provision of faculty and student allocation, should be the subject of clear agreements that should have the approval of the individual campus administrations and of the office

of the provost and vice chancellor for academic affairs.

F. Student activity fees for SAP Participants - while current practice seems to vary on payment of home campus activity fees by SAP participants, the rule is that such fees should NOT be charged unless the money collected will be made available to the program to finance activities abroad for its participants. The easiest way of assuring that the activity money goes with the students would be to waive the on-campus activity fee and include a similar amount in a package overseas program charge, which can also include health insurance, board and room charges abroad, transportation, and similar expenses for which the individual participant is responsible and for which group payment is desirable.

G. In support of this procedure, the following definitions are included:

**Administering Campus** – The University campus that operates one of the approved overseas academic programs (OAP).

**Exchange Program** – A study abroad program that is based on an agreement to trade individuals at any academic level for a specific period; a one-to-one arrangement involving either undergraduate or graduate students or faculty.

**Home Campus** – The University campus where an OAP or exchange program participant is normally registered (i.e. “is matriculated”).

**Overseas Academic Program (OAP)** – A study abroad program that is not based on a formal exchange agreement between a University campus and an overseas institution.

**SAP Administration Account** – SUTRA Account No. 960003 established to record financial activity for this purpose.

**SAP Tuition Exchange Account** – SUTRA Account No. 960002 established to record financial activity for this purpose.

**Overseas Charge** – Costs of room and board, visa, air fare, excursions and related items.

**Program Fee** – Tuition differential plus overseas charge items (to be collected by administering campus).

**Study Abroad Program (SAP)** – An approved credit-bearing program of study which takes place (wholly or in principal part) outside the United States of America. There are two types of study abroad programs recognized in the University system – overseas academic programs and exchange programs.

**Tuition Differential** – Amount of student charges over normal University tuition cost (to be collected by administering campus).

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## Forms

[Form A](#) - Request for Payment (RFP)

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## Related Procedures

[Health Insurance Coverage for International Exchange, Research & Study Programs](#)

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## Other Related Information

[International Programs in Sensitive Areas. Policy for International Study Abroad](#)

**Authority**

Memorandum to campus business officers from the University controller dated February 27, 1990 outlining oversees academic programs (OAP) financial procedures.

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**History**

There is no history relevant to this procedure.

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**Appendices**

There are no appendices relevant to this procedure.