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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 (SUNY or State University) or any of its entities are subject to review and approval by the SUNY Chancellor or designee.

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

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 or designee will formally advise the bursar, at their campus, the names of students participating in the various SAPs. 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 rate. Any specific SAP fees or charges will be billed by the Administering Campus.

   C. The Home Campus will continue to report student headcount, but no Full-time Equivalents (FTE's) will be generated.

   D. The Home Campus will reduce projected tuition revenue by the amount generated by the SAP students (this will be reported in the overseas academic programs (OAP) portion of the Adjustments to Enrollment section of the Revenue Projections System).
E. The Home Campus is responsible for collection of the tuition and non-SAP fees, including late payment fees.

F. Every campus will have a SUTRA SAP Tuition Exchange Account (No. 960002) strictly for SAP tuition receipts collected by a Home Campus that is not administering an approved SAP Program. 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 journal transfer processed by the System Administration Office of University Controller, charging the SAP Tuition Exchange Account (No. 960002) expense and depositing revenue into the Administering Campus’ collection fund. The journal transfers will be processed once per semester as follows:

   a. Fall semester tuition to be processed December 15.
   b. Winter semester tuition to be processed February 15.
   c. Spring semester tuition to be processed May 15.
   d. Summer semester tuition to be processed August 15.

The SAP Tuition Exchange Account (No. 960002) is considered a fiscal pass-through account with administrative overhead and maintenance and operation assessment charges waived.

G. 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.

H. In the event that a Home Campus student owes a debt to an Administering Campus, the Home Campus will place a hold on the student¹, at the request of the Administering Campus.

I. Refund information can be found in Policy 7301- Billings, Refunds, Collection and Write-offs Policy for Tuition, Fees and Other Charges.

II. Procedures related to an Administering Campus (the campus that operates an approved SAP)

A. Every Administering Campus will have a State University Tuition Reimbursable account, SUTRA SAP Administration Account (No. 960003) for approved SAP(s).

B. A large portion of the expenses from the SAP Administration Account (No. 960003) may be paid to the "SAP Paymaster" (see Procedure 7012) - Study Abroad Programs: Financial Procedures for using the Paymaster. Account No. 960003 should be waived from maintenance and operation assessments, and sub-account 960003-50 – SAP Paymaster should also be waived from administrative overhead assessments since the fiscal agent for the campus will be charging fees for their services. 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 list for tuition to each Home Campus with students participating in their SAP. The list should follow the guidelines established in the Memorandum to Campus Accounting and Overseas Academic Programs Office from March 15, 2013. Tuition Differential and Overseas Charges (i.e., travel, room, board, visa, and related expenses) will be directly billed to participating SAP students through the campus student accounts, bursar or other applicable office.
D. SAP tuition receipts collected by the Administering Campus should be distributed to the SUTRA SAP Administration Account (No. 960003). Note: this includes SAP tuition receipts from students on campus, tuition deposits received by the Administering Campus from each Home Campus, and tuition differential receipts.

E. The overseas charges for student’s room, board, visa, air fare, excursions and related items may be deposited into the SUTRA SAP Administration Account (No. 960003) or the campus can use an agency account (see Agency Account Guidelines) for these pass-through charges only.

F. The DIE of the Administering Campus will report student withdrawals to the Home Campus DIE immediately. 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.

III. Procedures related to the expenditure of Study Abroad Program funds

A. New York State Travel guidelines need to be followed for all employees traveling abroad. This includes travel payments processed out of the University-wide fiscal agent (Paymaster) account and agency accounts. It is recommended that a travel card be issued to each traveler that is expected to travel at least once a year as part of his or her job. When the use of the travel card is not viable, a travel advance can be requested for an amount estimated to be the traveler’s expected business related expenses. Campuses must have procedures to ensure timely accounting of travel advances. These procedures should include timely submission of expense reports, and procedures for ensuring an employee does not leave campus employment with an outstanding travel advance. If necessary, recovery of funds may include deductions from the employee’s salary or other monies due from him/her. Travelers must account for a travel advance upon completion of the travel for which the payment was advanced.

B. Personal service related payments, including additional compensation to a regular employee that supplements base pay, need to be processed through Human Resources and must follow New York State Policies and Procedures.

C. New York State Procurement guidelines need to be followed for all vendor contracting/subcontracting. This includes vendor payments processed out of the University-wide fiscal agent (Paymaster) account. SUNY polices and guidelines need to be followed for payments processed through agency accounts. The New York State Procurement guidelines do not apply to affiliation agreements signed between an academic institution and a campus for establishing a SAP.

D. For campuses who use the University-wide fiscal agent (Paymaster) contract please refer to Procedure 7012 - Study Abroad Programs: Financial Procedures for using the Paymaster.

IV. Other General Information

A. Reconciliation of account balances held by the University’s fiscal agent (Paymaster) and in agency accounts to monthly bank statements should be performed in a timely manner and verified by an individual independent of the reconciliation process. Account balances in SAP income fund reimbursable accounts should also be monitored on a monthly basis.

B. The campus is responsible for reviewing actual expenditures for all SAPs, and adjusting future budgets accordingly. Campuses should regularly review program budgets to assess viability of programs. The campus DIE or designee should reconcile the actual expenses to the budget for each SAP on an annual basis at the close of each fiscal year, and submit the reconciliations to the business office for review.
Budgets for ongoing SAP programs should reflect the differences noted during this reconciliation to provide more accurate estimates in future years.

C. Jointly Sponsored SAPs - 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 System Administration Office of Global Affairs (OGA).

D. SAP broad based fee charge information can be found in Policy 7804 – Fees, Rentals, and Other Charges.

E. Referral Credit – the campuses, with approval from OGA, approved a referral credit to be provided to the Home Campus for costs entailed in prepping a student to take part in an Administering Campus program.

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Forms

There are no forms relevant to this procedure.

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Related Procedures

Health Insurance Coverage for International Exchange, Research & Study Programs

Study Abroad Programs: Financial Procedures for Using the Paymaster

Agency Account Guidelines

Memorandum on Billing Processes for Overseas Academic Exchange Programs

Memorandum on International Travel Providers

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Definitions

**Administering Campus** – The SUNY campus that operates one of the SAPs.

**Exchange Program** – A study abroad program that is based on an agreement where there is an academic exchange of individuals at any academic level for a specific period between a SUNY campus and an institution; a one-to-one arrangement involving either undergraduate or graduate students or faculty.

**Faculty Led Program** – A study abroad program led by a faculty member of the SUNY campus.

**Home Campus** – The SUNY campus where an SAP student participant intends to graduate or receive a degree (i.e. “is matriculated”).

**Host Institution** - A university or institution that has agreed to receive a student from the Administering or Home Campus for a period of study on a non-degree basis.

**Overseas Academic Program (OAP)** – A study abroad program that is based on a one-way agreement between a SUNY campus and an academic institution or program provider.
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 or Program Charges – Tuition differential, costs of room and board, visa, air fare, excursions and related 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 of the 50 States the United States of America. This includes study abroad, student exchange, and faculty led programs.

Tuition Differential – Amount of student charges over normal SUNY tuition cost (to be collected by Administering Campus).

Other Related Information

International Programs in Sensitive Areas, Policy for Education Abroad

Authority

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

History

This procedure supersedes the version adopted effective May 1, 2006.

Appendices

There are no appendices relevant to this procedure.