



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

**Student Financial Services
Short Term Study Abroad
Charging Program Fee & Setup Financial Contract***

Return completed form to sfsagency@semo.edu or MS3740

*The Student Program Fee Calculation Sheet must be approved prior to submission of this form. (Please attach a copy of the approved calculation sheet.)

www.semo.edu/pdf/Provost-StudyAbroadBudget.pdf

*It is recommended that you submit this form six months prior to the trip, but **MUST** submit prior to any informational meetings, advertisements, or registration. Once students have committed to the trip by completing the Student Financial Contract, the point person of the department should send the names and IDs (SO#) of the students who sign up to SFS (sfsagency@semo.edu), including trip name and charge code and the amount to be charged. Student accounts will not be billed any earlier than 4 months prior to departure date.*

(Refer to #5 on page 10 of the Study Abroad Handbook for additional information.)

Course Information

Program Name: _____

Semester/Year: _____ Session: _____

CRN: _____ Subj/Section: _____

Credit Hours: _____ Class Title: _____

Department Contact Information

Department Name: _____

Instructor(s): _____

Location (Building and Room Number): _____

Mail Stop: _____ Phone: _____

Email: _____ Fax: _____

Trip & Charge Information

Trip Destination: _____

Start/End Dates of Trip: _____

Index where funds should be applied: _____

Program/Trip Fee to be billed to each student: _____ (tuition is billed separately)

Date which Program/Trip Fee should be paid in full: _____

Description of what Program/Trip Fee includes (airfare, accomodation, other transportation, entrance fees, etc.):
