Study Abroad and Contingency Fees

FACT SHEET

The Office of Global Education assesses a $400 Study Abroad fee and a $250 Contingency fee to University of Colorado Denver | Anschutz Medical Campus students who participate in CU Denver sponsored faculty-led study abroad programs.

What is the purpose of these fees?

A. Study Abroad Fee ($400 per student)

The Study Abroad fee is used to fund some of the daily operations of the Office of Global Education, including:

1. Study Abroad Program Promotion
   - Organize study abroad fairs, study abroad informational tables, classroom presentations, program specific information sessions, and other promotional events at various on-campus and off-campus venues to raise awareness for global education and university sponsored faculty-led programs.
   - Market and manage study abroad programs through the Office of Global Education’s website.
   - Design, create and distribute printed brochures and flyers, and electronic communication messages for all faculty-led study abroad programs.
   - Promoting university-sponsored programs through social media.

2. Student Advising and Support
   - Advise students on study abroad opportunities and programs before, during and after their global experiences.
   - Register all study abroad students through the centralized information management system called “StudioAbroad” which helps organize, track and manage student and program data.
   - Prepare students for their experiences abroad through pre-departure orientations and workshops.
   - Provide study abroad scholarships and inform students of financial aid, external scholarships, and additional funding resources.
   - Procure global health insurance coverage for students from CU Denver’s authorized international insurance vendor.
   - Advise parents/guardians about study abroad processes and related issues.

3. Faculty Support
   - Work with the Offices of Procurement and Legal Affairs to negotiate and sign contracts, agreements, and other documents necessary to ensure payment and protection of university interests.
   - Advise faculty to determine the most appropriate type of program for their academic objectives which may include travel, study, clinical, field research, studio and experiential learning opportunities.
   - Identify reputable “third-party providers” and partners who can assist with the implementation of global programs.
   - Negotiate or support negotiations with overseas providers.
   - Evaluate potential programs for third-party affiliation and monitor current affiliated programs.
   - Offer a mandatory pre-travel workshop in collaboration with University partners to prepare faculty for their programs abroad.
Coordinate with the Office of International Affairs Finance Director to develop program budgets, establish program prices, request cash advances, arrange payment for program expenses, and prepare reconciliation and balance sheets of program costs.

Provide online centralized access to University policies, procedures, resources and protocols related to international education.

Assist with the establishment of memorandum of understandings (MOUs) between CU Denver and international partners.

Work closely with faculty and administrators to clarify and streamline study abroad materials and policies.

Evaluate students’ study abroad experiences through online surveys.

Identify and seek fundraising opportunities and grants for developing study abroad programs.

Work with University departments and colleges to expand the number of underrepresented students studying abroad.

4. Risk and Safety Management Support

- Work closely with the University International Risk Management Committee to assess potential risks and manage safety incidents that may arise from faculty, staff and student involvement in international activities.
- Inform students, faculty and staff of University international travel policies and best practices for international health, safety and security planning through pre-departure workshops and other training.
- Provide international travel safety information to students, faculty and staff through the University’s global security services provider, International SOS, and other resources.
- Facilitate the registration of student, faculty, and staff flight itineraries with International SOS and the U.S. State Department.
- Assist faculty with the development of Emergency Action Plans.
- Maintain a 24-hour emergency phone to respond to study abroad critical safety incidents.
- Manage and maintain a record filing system of international critical safety incidents.

B. Contingency Fee and Surplus Revenue ($250 per student)

The Office of Global Education covers unforeseen program expenses through a contingency fund, and divides any surplus revenues into three funds: Contingency, Scholarships, and Faculty Program Development:

- **Contingency** funds are used to respond to emergency situations, such as currency fluctuation, last minute modification or cancellation of educational activities, emergency evacuation, and other unforeseen circumstances.
- **Scholarships** are made available directly to University of Colorado Denver | Anschutz Medical Campus students who participate in Office of Global Education programs.
- **Faculty Program Development** funds are used to support faculty for the establishment of new study abroad programs, global education training, and other new international education ventures for the benefit of future program participants.

Who do I contact for further information?

For further information on the Office of Global Education’s Study Abroad and Contingency fees please contact:

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