FACULTY-LED EDUCATION ABROAD

PROGRAM FEE SETTING PROCESS

THE OHIO STATE UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS

1 OIA Program Specialist works with Resident Director to create specifications

2 OIA Program Manager reviews and sends specifications to university travel agency

3 OIA Program Specialist and Resident Director select provider. Gather in-country expenses that cannot be prepaid

4 OIA Program Specialist completes budget worksheet for program fee setting

5 OIA Program Manager reviews budget. If there are questions, go back to step 4

6 OIA Fiscal Officer reviews budget. If there are questions, go back to step 4

7 OIA Program Specialist sends OIA reviewed budget to Resident Director for review. If there are changes, go back to step 4

8 OIA Program Manager sends budget to College Senior Fiscal Officer and/or Education Abroad Liaison for approval

9 Senior Fiscal Officer and/or Education Abroad Liaison reviews, approves budget with option to pledge subsidy or scholarships

10 OIA Program Manager sends college-approved budget to OIA Fiscal Officer for publishing

11 FINAL program fee is created and shared with all stakeholders

OIA Business Operations

Senior Fiscal Officer and/or Education Abroad Liaison

OIA Program Specialist adds to OIA website, shares in info sessions, advising and Expo

Resident Director advertises program fee

- Resident Director
- OIA Program Specialist
- OIA Program Manager
- OIA Fiscal Officer
- College Senior Fiscal Officer and/or Education Abroad Liaison
- OIA Business Operations