**Study Abroad**

**Annual Process**

* April Call for Study Abroad Proposals
* June 1 Deadline for RECURRING program proposal

(Must have Department Head and Dean Approval)

* August 15 Deadline for NEW program proposal

(Must have Department Head and Dean Approval)

* August 15 Deadline for all reimbursements and expenses for programs
* August 20 Determine any refunds due to students for programs

 (This will be the balance remaining after all reimbursements & expenses are paid)

* August 30 Deadline for review of All study abroad proposals by the CIP
* September 15 Deadline for review of proposal by CBO
* September 30 Deadline for review of proposal by Provost
* October 1 Deadline for Approved Programs, program costs, & budget

amendments to Financial Aid Office, Financial Services & Budget Services.

* April 15 Deadline for final student payment