

Program Fee Form Instructions

Use one form per Studies Abroad Program. Please make sure that Studies Abroad Program name is the official name of the program. This will be the name that appears on the Student Account System.

Attach additional students on a separate form.

The Department Information section needs to be completely filled out and include who to contact with questions.

The Account Information section must have an account number associated with the agency account for the Studies Abroad Program. It must include the object code. The account number must already be established with the Accounting Department.

The Program Fee Deadlines must be outlined. Each program may have different amounts and due dates. When necessary if you have picked a due date that is different than one of our established Student Account monthly/semester deadlines we may have to alter the date by a few days. Generally our deadlines are due around the 10th of each month but weekends and the beginning of each semester can cause this to be adjusted.

For additional questions concerning this form or the Program Fee process please contact:

**Lisa McCleary lmcclear@uga.edu
Suzanne Brown msjones@uga.edu**



The University of Georgia

Bursar's Office
Program Fees

Date Prepared: _____

Studies Abroad Name: _____

Field School Name: _____

Exchange: _____

Department Information

Contact Person's EMail: _____ Term: _____

Contact Person's Name: _____

Contact Person's Phone Number: _____

Contact Person's Department Name: _____

Account Information

Use one account per form. Account must already be established by the Accounting Department.

Account Name: _____

Account Number: _____

Object Code: _____

Program Fee Deadlines

Amount: _____ Date: _____

Amount: _____ Date: _____

Amount: _____ Date: _____

Amount: _____ Date: _____

Total Program Fee: _____

Student Name

ID Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For Student Account Office Use Only:

_____ Request Processed

_____ JV Information Mailed