



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

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TO: Division Fiscal Managers

FROM: Laleh Graylee, Assistant Vice President for Resource Planning & Budget
Steven Yim, Assistant Vice President/University Controller

SUBJECT: Study Abroad Programs

The purpose of this document is to provide fiscal guidance to support instruction that includes a study abroad program component. CSU Executive Order No. 1081, Study Abroad and Exchange Programs, defines a campus based study abroad program as follows:

- A campus program that is CSU credit bearing.
- Conducted whole or in part outside the United States.
- Primarily intended for CSU matriculated students.
- Not a degree program, but can be part of a degree program.
- Normally one year or less in duration.

Each study abroad program, whether credit bearing or non-credit bearing, should be supported by a detailed budget (i.e. spending plan) which estimates the total program cost (academic and non-academic). In general, academic program-related costs such as lab fees and other expenses related to a course may be covered by the state operating fund. The program budget should clearly identify the costs covered by University as well as the cost required of the student(s). The CSUF Study Abroad Office can assist in the development of program budgets. The program budget should be approved by an appropriate department/college administrator. Following that approval, the full program budget and details related to any funding sources, should be submitted to the central CSUF Study Abroad Office. Program budgets and funding sources will then be reviewed by the budget office of Extension and International Programs. This budget review process should precede submission of any related study abroad provider contracts.

Although it may vary depending on the specific study abroad program and its respective budget, examples of non-academic study abroad costs that may be required of the student(s) include:

- Lodging in host location(s) for dates of the program
- Tours/excursions
- Entrance fees for program-related activities and visits
- Airport transfers upon arrival/departure in host location(s)
- On-the ground support services
- Guest lectures
- Use of academic facilities in host location
- Meals
- Incidentals

THE CALIFORNIA STATE UNIVERSITY

Departments can use their discretionary funding sources to provide financial assistance to offset student study abroad costs in accordance with statutory, regulatory and policy restrictions. Please refer to the matrix below titled "Allowable Fund Sources for Student Study Abroad Costs" for further details.

ALLOWABLE FUND SOURCES FOR STUDENT STUDY ABROAD COSTS

| Fund | Allowable Fund Source? |
|--|---|
| Operating Fund [Includes Campus Funds: SWXXX, TCPM1, THEFD, THEHC, THERE, THEXT, THERA, THARF, THCSU, THTAP] Also: Consolidated Course Fee [Class code: 20364] Student Success Fee [Campus Fund code: SSFGF] | No ¹ No ² No ² |
| Lottery Fund [Includes Campus Funds: TLD00, TLD03, TLD06, TLD07, TLD08, TLD10, TLD12, TLD16, TLD17, TLD24, TLD25, TLD33, TLEAP] | No ¹ |
| State Capital Funds | No ¹ |
| Extended Education [Campus Fund codes: TAD01, TAD02, TAD04 and TADCP] Parking, Housing and Special Project Funds | No ¹ No ¹ |
| ASB and Campus Union Fees held by or administered through the Associated Students of CSUF, Inc. | No ¹ |
| University Trust Funds | Maybe ³ |
| Instructionally Related Activities (IRA) Fees held by or administered through the Associated Students of CSUF, Inc. | Yes ^{4,5} |
| Auxiliary Organization Funds | Yes ⁵ |
| Private Funds | Yes ⁵ |

¹Funds may not be used to financially assist students in paying their portion of study abroad program costs.

² Per [Education Code §89711](#), revenue from campus mandatory fees (Category II) may not be used for student financial assistance unless authorized at the time the fee is implemented or approved by an affirmative vote of a majority of the members of either the student body or a campus fee advisory committee.

CONSOLIDATED COURSE FEE

Per semester fee includes all individual miscellaneous course fees other than those for travel and field trip expenses, event and facility admissions, sports equipment and musical instruments (including rentals). This fee will be charged as part of the “basic fees” due on or before the pertinent registration fee deadline.

STUDENT SUCCESS FEE

Per semester fee to enhance the quality of academic programs and the student experience on campus.
Scholarships allowed only in support of Athletics.

³Please refer to terms and conditions of the executed campus trust agreement. All student financial assistance must be reported to the University Financial Aid Office.

⁴Education Code §89230 states “Instructionally related activities” means those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are, in the judgment of the president of a particular campus, with the approval of the trustees, integrally related to its formal instructional offerings. All student financial assistance must be reported to the University Financial Aid Office.

⁵Auxiliary Organization Funds represent appropriate deposits held in a recognized university auxiliary organization; these include the Associated Students of CSUF, Inc. (ASI), the Cal State Fullerton Philanthropic Foundation (CSFPF), and the Cal State Fullerton Auxiliary Services Corporation (ASC). Private funds are held exclusively by CSFPF. All Auxiliary Organization Funds must be used in accordance with campus and/or auxiliary organization policies and procedures. All student financial assistance must be reported to the University Financial Aid Office.

REFERENCES

[CSU Executive Order No. 1081, Study Abroad and Exchange Programs](#)

[ICSUAM 2003.00, Use of State Funds for Financial Aid](#)

[Coded Memorandum ASA-2016-10 Scholarship Administration Guidelines](#)