



University of South Alabama -- Study/Research/Internship/Service Abroad Enrollment and Fee policy

All USA students participating in a USA approved international experience as part of their academic program at the University of South Alabama are required to complete a USA OIE application/documentation/enrollment process. Included in the approval process is the completion of either the USA transient credit approval form located at:

<http://www.southalabama.edu/academicaffairs/forms/transientform.pdf>

and/or an equivalent document as appropriate to the academic program of the student.

APPLICATIONS: Copies of all application documentation submitted to any study abroad are required including the completion of the USA application/release and contact forms.

ENROLLMENT: Once all the approval/review documentation has been completed all students are required to enroll in the appropriate USA International Studies Course for Study Abroad – IS 391 – which serves as the transcript annotation that the activity has been reviewed by USA. The IS 391 course is zero credit hours however it maintains the USA student full time status for the purposes of financial aid, credit transfer, etc. Where credit is involved students are required to ensure that official transcript documentation is returned to USA OIE for transmittal to the USA registrar for posting. Failure to do so will result in an INCOMPLETE for the IS-391 on the permanent transcript.

PROGRAM FEES: Associated with the IS 391 course at a minimum there will be an administrative fee of \$300 and a \$60 USA registration fee. This administrative fee includes 24/7 worldwide emergency assistance program and basic major medical health insurance program that is required for all USA reviewed international experiences participation.

This fee is NON-REFUNDABLE unless USA denies approval for the proposed activity. Additional program fees may be billed to your student account based on the program you will be attending. Participants are responsible for all fees associated with their proposed activity abroad. All participants should carefully review the payment, deadlines and related policies associated with their program of choice. Typically once admitted to a program all fees are due and are non-refundable.

**Check with program for program cost details and information, some limitations apply.
Fees and costs may be subject to change based on economic and other considerations.**

For applications and additional information go to: <http://www.southalabama.edu/oie/usacsa.html>

For more information please contact the USA Office of International Education: Alpha Hall East 320 – intledu@usouthal.edu <http://www.southalabama.edu/oie/contact.html> (ver 12/16/08)