



Office of International Programs
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OFFICE OF INTERNATIONAL PROGRAMS
CENTER FOR GLOBAL AND INTERCULTURAL STUDY
WINTER 2010 ADMINISTRATIVE FEES

The Office of International Programs Center for Global and Intercultural Study (OIP/CGIS) Worksheet for Calculating Study Abroad Program Costs shows that you will be paying an administrative fee. This fee covers services by the OIP/CGIS for students participating in programs which are not charged U-M tuition. It will be billed directly to you by the University of Michigan's Student Financial Services; you will not receive a separate bill from the OIP/CGIS.

The administrative fee covers your enrollment in mandatory health insurance for OIP/CGIS program participants. It also helps cover the services the OIP/CGIS provides. Prior to your departure, the office coordinates special course registration for the program. Staff members coordinate programmatic arrangements and prepare and update program handbooks and other pre-departure materials; advisors assist students with program advice and selection. While students are abroad, the office handles questions concerning academic regulations and deals with program-related or individual problems, including health issues and insurance, which may occur while the student is abroad. The OIP/CGIS assists in all emergencies that may arise, and for this reason can be contacted 24 hours a day. Once the study abroad program ends, the office is responsible for processing transcripts provided by the host school or program, translating grades where necessary, and recording the courses, grades, and credits to each student's University of Michigan academic record.

Students are responsible for the full amount of the administrative fee, for one or two semesters as appropriate, prior to the start of their program. The administrative fee, including the portion for the mandatory health insurance, is non-refundable.