**OFF-CAMPUS STUDIES BUDGET WORKSHEET**

*Carleton Seminars and Break Programs*

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**Student Name:** ___________________________________________________  **Student ID:** ________________

**Email address:** ____________________________@carleton.edu  **Program Name:** ____________________________

**Term(s)/Year of program:** ____________________________  **Term on leave due to summer program:** ________________

If you are enrolled in a Carleton Summer off-campus studies program, you must take a leave of absence from Carleton during the academic year following your trip. Please mark the term/year you’ll be on leave.

**Introduction:**
This worksheet is to provide a) accurate data for Student Financial Services (SFS) to adjust your financial aid for your off-campus studies term, and b) give you and your family an estimate of the total cost of your off-campus study program.

**Instructions:**
1. Access the Additional Cost Estimate on your student portal – this is needed to complete the form.
2. Return the completed worksheet to Student Financial Services (SFS) by dropping it off in the lower level of Scoville Hall or emailing to financialaid@carleton.edu.

If you need assistance completing the form or would like to inquire about aid adjustments, please schedule an appointment with Tina Kukowski in Student Financial Services (SFS).

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<table>
<thead>
<tr>
<th>Item/Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Fee</strong> - Carleton Comprehensive fee per term for 2021-22.</td>
<td>$25,200</td>
</tr>
<tr>
<td><strong>Travel to/from program site</strong>&lt;br&gt;Use a reputable search engine to find a cost estimate for a round-trip flight from Carleton or your home to your program site OR the group flight cost, if applicable. Suggested search engines include Google Flights, Orbitz, and Student Universe. <strong>Print this out or take a screen shot and attach to this form.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Passport</strong>&lt;br&gt;Only include if you don’t have one or your current passport is expired. New US Passport costs $145, adult renewals are $110. Photos can be taken on-site for $15.</td>
<td></td>
</tr>
<tr>
<td><strong>Visa/Residence Permit</strong>&lt;br&gt;Cost of visa and any additional cost required to obtain the visa. <strong>You must provide documentation of cost.</strong></td>
<td></td>
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<tr>
<td><strong>Additional program travel</strong>&lt;br&gt;Cost of travel between program sites or other mandatory travel not covered by the program fee. <strong>Must provide documentation of additional cost.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Books, supplies, and personal expenses.</strong> - Standard Carleton estimate</td>
<td>$622</td>
</tr>
<tr>
<td><strong>Required Gear</strong> – Refer to OCS Additional Cost Estimates and list items needed and enter total.</td>
<td></td>
</tr>
<tr>
<td><strong>Travel insurance</strong>&lt;br&gt;Only include if you are actually purchasing. May cover airline cancellations, travel delays, lost, stolen, or broken valuables, etc. <strong>You must provide proof of purchase before expense will be considered.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong> - List any cost not included above and enter total.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Cost: _____________**

*You should have funds set aside to pay for these item as they are usually required prior to aid being available for the term. If you anticipate difficulty paying these expenses you should talk with OCS or SFS adviser.*
Certification

- I have reviewed the cost associated with this off-campus program and understand that any additional expenses beyond the cost of a term at Carleton are the responsibility of the student/family.
- To help cover the additional cost, I have the option to request additional assistance by completing the Off-Campus Studies: Financial Aid Scholarship and Loan Application.
- I understand that any outside scholarship I receive for my program must be reported to the Student Financial Services Office.
- I understand that in the event my program is canceled flight cost are still the student/family responsibility.

Signature: _______________________________________________________ Date: ___________________________

More information can be found on the following websites:
Off Campus Studies http://apps.carleton.edu/curricular/ocs/money_matters/carletonscholarships/
Student Financial Services http://apps.carleton.edu/campus/sfs/applying_aid/aid_ocs/

Scholarship Deadlines: Deadlines are published on the Off-Campus Studies: Financial Aid Scholarship and Loan Application.