

Faculty-Directed Program Student Frequently Asked Questions

This list of Frequently Asked Questions (FAQ) for students participating in faculty-directed programs is organized into the following sections: Academics; Application Process/Timeline; Finances (including program costs, scholarships, and financial aid); Flights; and Housing.

Note: This FAQ sheet is for program leaders ONLY!



ACADEMICS

What courses are available and how many credits will I receive?

The courses available on a given faculty-directed program are set by the faculty leader(s) for the program. The courses listed on the program website are the courses available to take. Most courses are worth 3 credits each unless otherwise listed on the program website.

How will the course(s) I take impact my UT GPA?

The courses taught on UT faculty-directed programs are UT courses. This means that the grade you receive in the course counts toward your UT GPA, and the credits are applied toward your UT degree program as if you had taken the same course on campus. For in-state students, these courses also count toward your HOPE Scholarship GPA and credit hours.

Can I take the course(s) as satisfactory/no credit rather than for a letter grade?

Students are expected to take the course(s) for a letter grade. Faculty program leaders may grant an exception on a case-by-case basis if desired. The PAO encourages faculty leaders to allow students to take course(s) only on a letter grade basis as this sets a strong academic focus for the study abroad program.

How/when do I register for the course(s)?

Unless otherwise directed by their faculty program leaders, students must register for the program course(s) once mini-term and summer course registration is available in myUTK. If students have any issues with registration, they should contact the respective academic department for assistance. The PAO cannot enroll students in their courses.

NOTE: Faculty leaders are responsible for ensuring that the course(s) are added to the timetable and coded as off-campus/out-of-country. The PAO cannot add courses to the timetable.

How much time will we spend in class?

Class time and program excursions depend on the program. Students should contact their program leaders for copies of the course syllabi or with any questions regarding the academic aspects of the program.





APPLICATION PROCESS/TIMELINE

When do I have to commit to participating in the program?

Students must complete the full online application checklist in order to be considered for a program, and acceptance is not guaranteed. Students will be notified on the decision date (usually in mid-February or late November) whether or not they are accepted. Accepted students will have 1 week from their decision to decide whether or not to commit to the program. Below is an image of what an accepted student will see in his or her online application.

In order to participate in this program of study, you must state your intent and commitment by clicking the Commit button below. It is important to do this as soon as possible so that the office will be notified of your intent to participate in this program. If you wish to decline your admission into the program, click Decline.

Commit Decline

Online application

What do I owe to UT if I apply to the program?

There is no application fee nor any financial obligation simply for applying to a faculty-directed program. Students must complete the full online application checklist in order to be considered for a program, and acceptance is not guaranteed. Students will not be financially obligated for any program costs until they have been accepted *and* commit to the program.

When do I find out if I have been accepted or not?

The decision date (usually in mid-February or late November) listed on the program website is the date on which students will receive a decision notification from the PAO.





FINANCES

Program Costs

How much does my program cost?

The costs for each faculty-directed program are listed in the program budget sheet (accessible at the top of the program website). Due to the multiple tuition rates, tuition is not included in the subtotal section of the budget. Undergraduate tuition rates are listed in the notes section of the budget page, so students should add the applicable tuition cost to their billable subtotal. Tuition, the program fee, and the study abroad Fee will be billed to the student's UT account.

What is included in my program fee?

Unless otherwise indicated on the program budget sheet, the program fee includes accommodation for the entire program and transportation for excursions included in the program (those listed on the program website). Some meals *may* also be included, but in general most meals are *not* included in the program fee. Airfare, passport/visa fees, and other personal expenses are *not* included in the program fee.

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When are the \$750 deposit and the \$175 Study Abroad Fee due?

As soon as a student opts to commit to the program, the PAO considers the student fully financially obligated for all billable program costs. The \$750 deposit and \$175 study abroad administrative fee are non-refundable in all cases once a student has committed to the program; this applies even if the student later withdraws from the program regardless of when he or she withdraws. If a student does withdraw from the program, he or she will also be responsible for any non-recoupable costs above the \$750 deposit.

When will I be required to pay for my program?

The exact timeline for paying the \$750 deposit and other billable program costs (remainder of the program fee, the study abroad fee, and tuition) will be included in the student's acceptance email. The \$750 deposit is typically due in late March or early April. The remaining billable program costs are billed and due according to the regular UT billing schedule for mini-term or summer.

Do I still have to pay for my program if I withdraw?

If a student withdraws his or her application before the Decision Date or before committing to the program, there is no financial obligation.

As per the Withdrawal Policy for Faculty-Directed Programs that all students must sign as part of their application process, once a student has committed to the program, the \$750 deposit and \$175 study abroad administrative fee are non-refundable in all cases. This still applies even if the student later withdraws from the program regardless of when he or she withdraws. If a student does withdraw from the program after committing, he or she will also be responsible for any non-



recoupable costs above the \$750 deposit. The PAO will communicate any additional costs directly to the student.

As per the withdrawal policy, a student's withdrawal from a faculty-directed program will not be considered complete until the PAO has received written notice of the student's desire to withdraw. Students are required to complete an official withdrawal form and submit it to the Center for International Education.

Scholarships

Where can I find information about scholarship applications?

The PAO website contains a section specifically listing various internal and external study abroad scholarship opportunities: <https://programsabroad.utk.edu/students/funding-scholarships/funding-opportunities/>The deadlines, award amounts, application requirements, and eligibility criteria vary depending on the scholarship. Students should access each scholarship link to learn more about the scholarship details.

Which scholarships am I eligible to apply for?

The eligibility criteria vary depending on the scholarship. Students should access each scholarship link on the Funding Opportunities (<https://programsabroad.utk.edu/students/funding-scholarships/funding-opportunities/>)section of the PAO website to learn more about the requirements for each scholarship.

Do I have to be accepted to my program before I can apply for scholarships?

Typically, no. Most scholarships do not require you to have been accepted to a program before you apply for the scholarship. In some cases, the scholarship deadlines may be the same as or even precede the program application deadline, so it is important to look at scholarship opportunities well in advance and apply for those for which you are eligible.

If I am awarded a scholarship, when will I receive the funds?

The date and method of disbursement vary depending on the scholarship. If this information is not included in your award notification, you should contact the relevant scholarship provider for information about the timeline for disbursement and how the funds will be disbursed.

Financial Aid

Can I use my HOPE Scholarship or other financial aid to help pay for my program?

Students who are eligible for summer financial aid must apply to request summer financial aid, and the award amount may vary from student to student. Typically, students must be enrolled in at least 6 credit hours over the course of the summer in order to receive most forms of financial aid.

The PAO cannot determine eligibility or tell students how much financial aid they may be able to receive. All questions regarding summer financial aid eligibility, award amounts, and the summer financial aid request form should be directed to OneStop (<http://onestop.utk.edu/study-abroad-aid/>)



When will I receive my summer Hope Scholarship and other financial aid monies?

If a student receives summer financial aid, the funds will be first applied toward any existing charges on the student's account. Excess financial aid is typically disbursed to students in early June (see <http://onestop.utk.edu/events/> for the exact date); there is no separate disbursement for mini-term. For additional information about the timeline for financial aid disbursement, students should contact OneStop (<http://onestop.utk.edu/study-abroad-aid/>)

My parent/guardian is an employee of UT or the State of Tennessee. Does my tuition discount apply to my study abroad program?

Yes, but tuition discounts apply only to the program tuition. Tuition discounts do not apply toward the program fee or the study abroad fee.





FLIGHTS

Will the Programs Abroad Office/my program leader book a flight for me?

No, students are responsible for making their own roundtrip travel arrangements. Students are expected to arrive by the program start date and stay until the program end date, but they may arrive early or stay after the program ends to travel with family or independently. Program leaders may opt to share their flight itineraries with students for reference, and students may also share their itineraries with other program participants if they would like to travel with someone.

Is the flight included in the program fees?

No, students are responsible for making their own travel arrangements. The PAO does provide an estimated cost of a roundtrip flight from Knoxville in the program budget, but students should keep in mind that flight costs fluctuate frequently and that they do not necessarily need to depart from Knoxville.

When can I book my flight?

Students should not book their flights until they have received a “flight release” email from the PAO. This “flight release” email outlines specific details of their arrival and departure and informs them that they have permission to make travel arrangements.

How do I book a flight? Do you have any tips or suggestions?

Tips and suggestions for booking a flight may be found in the students’ online orientation materials in the learning content section of their UT study abroad application checklist. Students have access to these materials as soon as they are accepted. Students are also encouraged to contact their assigned Programs Abroad Coordinator for more information.



HOUSING

Where will I live during my study abroad experience?

Housing varies depending on the program, and the basic information about housing can be found on each program website. The availability of internet access and other amenities will vary depending on the housing arrangements.

Can I stay with my parents/sibling/other family member/friend instead of with the group?

No. Students participating on a UT faculty-directed program are required to live in the program housing provided.

I have special needs with regard to my housing. Can the program accommodate these needs?

The PAO encourages any student who requires either physical or academic accommodations to contact us as early as possible regarding his or her needs, preferably before the student applies for a program. With study abroad programs, more time is required to determine possible accommodations than is typically required on campus in Knoxville.

