

Developing a Budget & Determining Program Costs

When planning a faculty-led study abroad program, it is critically important to build a realistic budget that reflects all program costs (both fixed and variable) so that students will not be surprised by any additional hidden costs that may be added to the program later. **It is also important to make sure that all program/operating costs are covered by revenue (tuition) and that you develop a “Budget Shortfall Plan” detailing how you intend to compensate for any budget shortfall if the program does not meet minimum enrollment requirements.** You may want to check with the chair of your department or dean of your college to see if s/he may be willing to pay all or a portion of the budget shortfall. In addition, you may want to identify some of the program components (costs) that you feel you may be able to cut or reduce in lieu of canceling the program (i.e. items that do not affect the academic quality of the program).

The list below is only an example designed to help you plan for some of the many student-related expenses you may encounter when developing a budget for your program. You may have already designed parts of your program that negate some of the suggestions listed here (for example, you may have already determined that you will not need traditional classroom space, guest lectures, etc.). While there are many categories listed here, your actual program may contain only some of these elements or may require other areas to be included. **Please note that as faculty leader, if you decide to receive your salary and/or reimbursement for your travel-related expenses, revenue (tuition) will need to cover any and all costs associated with your program.** Revenue (tuition) will need to cover any costs associated with your program.

Finally, if you plan to run your program through CEL Self-Support, prior to submitting your final proposal to the Office of International Programs, please work with Edwin Billiot, Director of Program Development and CFO with the College of Extended Learning (ebilliot@sfsu.edu; 415.817-4269) to develop a **“Course Budget Worksheet”** for your program breaking down all revenue (tuition), expenses (faculty salaries/wages, operating costs, direct costs, operating expenses, determine administrative fees/overhead, etc., estimate the minimum number of students required for your course, determine the per unit tuition for your specific course (based upon your expected program expenses and enrollment), calculate a revenue surplus/deficit for your program, etc. If you plan to run your program through State-Support, please be sure to meet with your department chair and college dean to review your budget and to discuss plans/best practices regarding any potential budget shortfall.

Information about CEL Summer Sessions per unit fees can be found on the CEL website at: (<http://www.cel.sfsu.edu/>). Please also remember that your proposed budget will also need to include the following indirect costs/fees listed below:

- Campus Administrative Fee: 5%
- Chancellor’s Office Overhead: 2%
- State Prorate Charges: 3%
- CEL Administrative Overhead: 20%

Variable (per student) Expenses Per Student Total Cost

SF State Tuition	\$	\$
Program provider tuition		
Student meals		
Student meals		
Student transportation (air)		
Student Travel (ground/in-country)		
Student travel insurance		
Student accommodations		
Books & materials		
Visits/Excursions/Cultural Visits		
Entrance fees		
Visas		
Foreign transaction/currency exchange fees		
On-site orientation		
Misc. program supplies		
Facilities (classroom or meeting space)		
Internet access		
Guest lectures/Supplemental instruction		
Guides		
Airport pick-up		
Tips		
Contingency fee?		
Total Course Expenses	\$	\$
Program Price	\$	\$