

TCOB Study Abroad FAQs

I am not in the Trulaske College of Business. Can I still go on a program?

Yes, as long as the courses being offered can be applied to your graduation requirements or if you don't mind paying for credits of courses you don't need. You must take the required courses.

I am not a student at the University of Missouri – can I still sign up for a program?

Yes. You must register as a Mizzou student for the term in which the program occurs.

There are instructions on the website which explain how to register as a *visiting student*, and submit your study abroad program registration forms. You need to check with your home academic advisor to make sure the courses will apply to your degree and that the credits will transfer.

I am not currently in Columbia and want to apply for one of the programs. How do I do that?

Go to this link and these instructions will provide you with all the information you need to accomplish that. <http://business.missouri.edu/2457/default.aspx>. Your deposit must be recorded by the cashier's office before I accept your application. You must follow the instructions explicitly to assure that your documentation gets to the appropriate person and is then forwarded to me.

Do I have to fly with the group? I am traveling before the program starts.

Some of the programs require that you are on the final leg of the flight together to minimize confusion and provide group transportation.

Those that do not, require that you following the contingency plan outlined in the pre-departure class so you are at the program site and ready to participate on the first day of the program. Coordination of your travel plans must be made with the Student Managers for your program.

What kind of lodging do we have while on the program?

Each program has its own lodging arrangement but in general, you will stay at the host university's dorms. Description of the lodging for your particular program is in the information doc on your program's webpage.

Do I get a choice of roommate?

During the summer program pre-departure class and the campus class sessions for the intersession programs, you will get to know your fellow students and will be given an opportunity to decide who you want to room with. Each program has its own unique lodging configuration and you may find yourself with no roommate or 5 roommates depending on which program you attend.

What if I have conflict with my roommate while on the program?

If you are unable to work out your issues with your roommate(s), you should contact the student manager who will work with the lodging manager to try and effect a switch with another student.

Does the Study Abroad department register me for my academic courses?

No. The only "course" you are registered for by the department is a placeholder which allows us to bill the program fee. You will be notified when that "course" has been added and should not be dropped.

When do I register for the courses?

Summer courses are available for registration beginning in March by appointment.

January Intercession courses are considered “spring” courses by the registrar’s office and are available for early registration in October by appointment.

Can I go on a program and not take the classes?

NO. These programs are academic programs and as such require that all students who participate in the program are registered for the required courses.

What if I cannot attend the pre-departure classes due to a schedule conflict?

These classes are designed to prepare you for the program experience and to attend to administrative processes required for participation in University of Missouri study abroad programs. They are considered mandatory for program participation. Should a class conflict occur – you must speak with your Student Manager asap so arrangements can be made to make up the class.

I am taking the Six Sigma course in Ireland for certification. I heard we have classes before we leave. Is that correct and when do they meet?

Two meetings will be scheduled before spring break. The exact schedule will be posted in the information document on the program webpage but generally they meet the second and third week in March in the evening for 1 hour.

In addition, five pre-departure classes will be conducted for approximately 2.5 hours per week in the evening during the last five weeks of the spring semester (April and first week of May). Again, the exact schedule will be posted in the information document on the program webpage.

What kind of financial assistance is available for students going on the programs?

Our web site main page has links to financial resources on the left column. You can also come by the office in 307 Cornell to pick up hard copies of that information.

Does the Trulaske College of Business have any scholarships for study abroad?

The TCOB Study Abroad Department has a limited amount of money set aside for spring and summer scholarships. Instructions for applying for these scholarships is on the main webpage -

<http://business.missouri.edu/52/default.aspx> - there is additional money for a Diversity Scholarship, also listed on the main webpage.

How much money does the scholarship award to each student?

Awards are influenced by the number of applicants, the level of need, and the available funds. Awards can range from \$200 to \$1200.

Does my financial aid package apply to the summer/spring courses taught while I am on the program?

If you qualify for or are already receiving financial aid, your courses will be covered in the same way any of your courses qualify for financial aid. You would just need to notify your financial aid advisor that you intended to take these courses if this puts you over the amount already earmarked for the particular term.

Is there any assistance for covering my Program Fee?

If you have not used the limit of your available financial aid, the financial aid office may be able to add money to your package to help defray the program fee costs. This would need to be discussed with your financial aid advisor.

Are the educational fees included in the program fee?

No. The educational fees for courses taken while on the study abroad programs are billed as are any MU course educational fees. The courses are established departmental courses.

Do I have to pay non-resident fees for the study abroad courses?

Yes. These courses are not "Study abroad courses". They are MU courses for which you are billed by the cashier's office as you would be for any courses you take at Mizzou. If you are usually billed non-resident fees for your courses – you will be billed non-resident fees.

How am I billed for the program fee?

Program fees for summer programs are billed to the students account in late May early June.

Program fees for January Intersession programs are billed to the student account in late November or early December.

What is the breakdown on the charges I will see on my student account?

Fees that will appear the same as for any coursework:

<p>MU Educational Fees: Same as you would see billed for any MU courses in the Business School.</p> <p>Undergraduate -</p> <ul style="list-style-type: none"> • Resident - \$261.60 per credit hour • Non-resident - \$426.50 additional per credit hour <p>Graduate –</p> <ul style="list-style-type: none"> • Resident - \$326.70 per credit hour • Non-resident - \$516.80 additional per credit hour <p><i>MU tuition same as for any MU courses. The exact amount of these educational fees will be set by the Board of Curators during their meeting each April.</i></p>
<p>TCOB Professional Fee: Undergrad - \$52.80 per credit hour (estimated – determined each year); Grad – \$79.90 per credit hour (estimated – determined each year)</p> <p><i>Charged by TCOB to all students taking TCOB courses.</i></p>
<p>Technology Fee: \$12.20 per credit hour (estimated – determined each year);</p> <p><i>Charged by TCOB to all students taking TCOB courses.</i></p>

Fees that are specific to your study abroad program:

<p>Program Fee: dependent upon program selected; Fees you would not normally see.</p> <p><i>Charged by the TCOB Study Abroad Department.</i></p>
<p>International Center fee: \$75 (24/7 emergency response);</p> <p><i>Charged by the MU International Center</i></p>

Why was I billed the full program fee if I paid a deposit?

When you pay a deposit to the TCOB Study Abroad Department – the deposit is held until you are either billed the program fee, the withdrawal penalty, or are refunded the deposit in special circumstances. At that point the deposit is credited to your account and applied to your balance.

Why is the cost so expensive?

The only costs you incur which you would not already be scheduled to incur are the Program Fee, your airfare if not included in the program fee and the International Center fee. The program fee is based upon the logistical and operational costs of providing the programs.

The majority of what appears to be the cost of going on a program is really the education fees associated with the program. These are fees you would pay for taking any credits during your degree program. That is why these departmental courses are designed to meet your degree requirements. All students should check with their academic advisor to ensure the courses you take during the program are relevant to your degree.

What if I want to withdraw from the program?

All withdrawals must start with an email to the administrative assistant in the department. Withdrawal penalties will be assessed based upon the date of this email. (See Withdrawal billing policy.)

Your \$100 deposit will be released to your student account and you will be billed according to the withdrawal billing schedule on your deposit form.

Something has come up and I need to withdraw from the program. How do I do that and will I get any money back?

Policy regarding Student withdrawal from the program: *withdrawal date is determined by the date a withdrawal email is sent to the administrative assistant in 307 Cornell Hall.*

Unless otherwise specified on the deposit form, withdrawal billing will occur as follows:

	Date of Withdrawal Email
\$300 will be billed	After Date of Registration
\$600 will be billed	After program withdrawal deadline (see program info doc)
The \$100 deposit will be retained and applied to the amount billed.	
***Withdrawal under special Circumstances	At any time

***Depending on the date the student withdraws (regardless of the circumstances) the department may or may not be able to get a refund from the vendor. Student refunds will be relative to our fund recovery and at the discretion of the Department Director.

Some programs include RT airfare to the program destination and will have a different schedule depending on the airlines refund schedule. That schedule will be apparent on your deposit form and the information document.

What is the role of the Student Manager?

The student manager acts as the program's onsite logistics coordinator and safety monitor. During the pre-departure course, they create the course book, provide first hand information on issues that may arise while on the program and assist in obtaining the necessary documentation required by TCOB, MU and the International Center for your participation in the program. They act as a liaison between our foreign partners, MU professors and the partner administration.

Since they have all been on TCOB study abroad programs, they are a resource to you but are not responsible for coordinating your free time activities. Neither are they obligated to intervene on your behalf during non-program activities should you choose to engage in behaviors which result in compromising your health and/or safety.

What is HTH Insurance?

This is a mandatory insurance coverage for all MU students who travel overseas as part of an organized MU program. It provides information on and access to HTH vetted health providers in the country your program resides and emergency coordination of return to the US or hospitalization in a foreign hospital if the necessity arises. **(Note: At some facilities you may be required to pay out of pocket to receive services. This coverage allows you to submit claims for reimbursement by HTH to you for any medical expenses incurred out of the US while on the program.)**

Does my HTH Insurance cover me through the end of my program internship?

Yes. Your Program Administrator will register you for the dates of your program and internship placement. If you are going to remain in country after your program and/or internship has ended – you may want to go online to the HTH website and extend your coverage for the duration of your stay.

What is the cost of doing an MU Internship over the summer?

Each Internship opportunity is priced individually. Your best resource is to visit the TCOB Study Abroad website - <http://business.missouri.edu/52/default.aspx> - and price the particular option you desire.

How is that billed?

Depending upon the program – you are either billed via your student account or make payments directly to the onsite provider. Payments to the onsite provider are usually done via wire transfer.

What company will I be interning with?

We will notify you of your assignment as soon as possible. Some sites make those arrangements in advance and some sites do not get confirmation of internship sites until after you are on the program.

All companies are selected for their enthusiasm for interns, their involvement in International Business or for their compatibility with the work experience you requested.

Where will I stay during my internship?

Again this depends upon the program site. Usually students decide to carry on at the dormitories they have been in during the program. Others decide to rent accommodations as a group in a local apartment complex or private residence.

While we can provide you with some information on your options, finding and securing accommodations for the duration of the internship is the responsibility of the interns themselves.

What if I decide not to stay for the internship?

We ask that you consider your participation in the internships carefully before applying or committing to a placement. It is important for the viability and integrity of the TCOB Study Abroad program's internship opportunities that you not deal with these placements cavalierly.

If a situation occurs which prevents you from beginning or completing your internship – we ask that you notify us immediately and compose a letter to your placement representative explaining your withdrawal. This is an appropriate response for a business professional and an effective way to maintain your credibility.

When will I know if I have been selected for an internship?

We will notify you as soon as the placement has been arranged. There may be times when “last minute” notification becomes unavoidable. Because we know you need to make your summer arrangements – we will do everything we can to expedite the information.

After the program ends and I am doing my program internship – who do I go to if I need assistance?

We will identify a contact person for you before your internship has begun. It will most likely be the person we work with to manage the initial program experience.

What do I do if I lose my passport while abroad?

Students are encouraged to safeguard their passport while abroad by carrying a copy, not the passport when out for activities, unless the activity requires presentation of the passport. We also encourage students to make an electronic copy of their passport to be kept by their emergency contact person in case a copy needs to be sent to the local US consulate.

If you lose your passport, you should immediately proceed to the consulate (information provided in your Pre-Departure contingency plan) to notify them of the loss. **You must address this in the country in which the passport was lost.**

If you are on a program sponsored activity, the Student Managers can help you navigate the process.

What do I do if my purse/wallet is stolen?

This is the State Department web site that will give you instruction for all emergency situations.

http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html

During the pre-departure class, we will also review possible responses to various situations.

Do I need a visa to go on my program?

As of this date – VISAs for US Citizens are only required on the India, China and New Zealand (Sydney, Aus.) programs. The procedure for obtaining these visas will be addressed in the pre-departure classes.

*****Non US citizens should check with their consulates to determine whether a visa is needed and what steps are required to obtain one.** The TCOB Study Abroad office can provide you with the following to support your visa application:

1. Insurance verification
2. Confirmation of Lodging while on the program

The remaining documents requested by the Country's Consulate will need to be supplied by you.

Do I need inoculations for my trip?

The CDC offers recommendations regarding travel inoculations at their website -

<http://wwwnc.cdc.gov/travel/content/vaccinations.aspx> - Do not use the student health center for a pre-travel physical. If you desire a pre-travel physical, you should utilize your family physician. You do not need a physical to travel, you can let the Student Health Center know what inoculations you need and schedule a time to receive those.

What if I am separated from my group during travel or on program activities?

A contingency plan will be provided to all students which will address this situation. The student managers will have cell phones and the local contact information will also be provided.

Should you find yourself separated while on a program sponsored outing away from the program site, you should contact the local authorities as that will be one of our first points of contact in trying to locate you.

Who is responsible for recording my grades after the program?

Just as in your grades for your other courses, your professor is responsible for submitting your grades. In the case of the courses taught by the "visiting professors" (foreign professors), the TCOB Study Abroad Program Director is responsible for making sure they are submitted to the appropriate department.

When will we know what grade we got?

From the Registrar's web page - *All professors and teachers of the University except members of the Faculty of the School of Law, ...shall file with the Registrar their grades of students within three days (except Sunday) after the end of the examination period.*

If you have not received your grade by that time – let us know so we can remedy that immediately.

What if I want to change classes after I get to the program site?

This is strongly discouraged – but if this becomes a necessity for some reason - you will need the approval of the current professor and acceptance by the proposed professor. That information should be emailed to me immediately upon approval so the billing records can be changed.

If you are still within the add/drop period for the term, you will need to go online to MyZou and complete that process.

If the add/drop period has ended – you will need to email your academic advisor for instructions regarding revision of records.

Is there a pre-departure class for the spring programs?

NO. But the *on-campus* class time is done during the fall term preceding the travel portion of the program. Whereas the summer pre-departure classes are separate and receive 1 unit of credit, the fall portion of the spring programs is considered part of the 3 credits earned in the spring. A portion of time is spent in each class session giving pre-departure information.

Is there any reason I would not be allowed to go on the program after I am on the roster?

If you neglect to register for the courses or drop the placeholder course disallowing our billing of the program fee, you will not be allowed to participate in the program. Should this be discovered after the program has departed, you would be notified that you are “on holiday” not a participant in the program and would have to immediately make arrangements for your own travel costs.

What if I do not need the course credit to graduate – do I still have to pay to take the classes?

These are academic programs not travel tours. If you do not need the course credit, you would do well to make your own vacation plans at a considerable savings to yourself. You would not be permitted attendance at any program activities or venues.

Where do I take the International Center’s packet when I have completed it?

It should be taken directly to the International Center (N53 Memorial Union) – **NOT** to 307 Cornell.

I got billed for the wrong class.

For those programs where the students have a choice of which classes to take, you **MUST** register for the class you select in the pre-departure class. I bill students in response to the class lists provided me by the Student Managers.

If you wish to switch classes after the selection has been submitted to me, you will need approval from the Lead Student Manager for the program (who will make sure that the class is not full) and Dr. Franz and **MUST** notify me immediately. **You** must also drop the old class and add the class you will be attending.

For an questions not addressed in this article – please feel free to come by the TCOB Study Abroad office in 307 Cornell Hall or visit our web site at TCOBStudyAbroad.missouri.edu.

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