

## TCoB Study Abroad Frequently Asked Questions (FAQs)

### APPLICATION PROCESS

I am confused by the new on-line application procedure. At what point am I considered to be on the roster and subject to penalties?

The following is the updated policy for the application process:

- Students **should not use the application link to “learn about the program”**. The first point of contact should be the [TCoBstudyabroad.missouri.edu](http://TCoBstudyabroad.missouri.edu) web link taking you to the available programs. Clicking on the *Details and Information* link on each program’s webpage will take you to the information document outlining the program. Once you have decided on your program – then you can click on the *start application* link to begin the application process.
- We will no longer be returning the \$100 penalty to anyone withdrawing once they have committed to the program. **There will be no exceptions to this.**
- Subsequent to having “committed” to the program – penalties will be assessed as outlined in your program’s information document.
- Anyone not listed as “committed” in the *myStudyAbroad* roster database will be on a **hold list** until they have changed their status to “**committed**”. As applicants commit – they will be moved onto the **active roster**. You will not be considered a participant until you are on the active roster.
- All sections of the on-line application are required to be completed by the Friday before the pre-departure classes begin. Failure to do so could result in being dropped from the program.

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 for courses you don’t need. Check with your advisor regarding your degree program.

**Regardless of whether or not you need the credits – you are still required to complete all the course assignments and attend all the class sessions.**

I am not a student at the University of Missouri – can I still sign up for 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 for courses you don’t need. 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 application. 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.

### COURSES

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.

Does the Study Abroad department register me for my courses? **NO**

You must register through MyZou the same as with any course you take at Mizzou.

- If you are taking a FIN course, you will need to go to the FIN Department to request a permission number.

- If you are an MBA student you will need to get a permission number from the MBA office for any BUS\_AD course in order to register.

If you drop a program, it is your responsibility to drop the course(s) associated with that program.

When do I register for the courses?

- Summer courses are available for registration beginning in March by “appointment time”.
- January Intersession courses are considered “spring” courses by the registrar’s office and are available for early registration in October by “appointment time”.

Do I have to pay non-resident fees for the courses I take while I am on the Study Abroad Program? **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.

I got billed for the wrong class.

The class for which you registered may not be the one you signed up for in the pre-departure class sessions. 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 sessions. We bill students in response to the class lists provided by the Student Managers.

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

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 the Student Services Coordinator 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.

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 - early December.

## **GRADES**

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 “guest 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 earned?*

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 promptly.

**PREDEPARTURE CLASS SESSIONS***What if I cannot attend the pre-departure class sessions due to a schedule conflict?*

These classes are designed to begin the coursework for the program; prepare you for the program experience and to attend to administrative processes required to participate in the University of Missouri Study Abroad programs. **They are considered mandatory for program participation.** All course conflicts should be addressed with the Program Director.

**Test Conflicts** will be managed by the Study Abroad office and should be reported prior to registering for the Pre Departure class.

**INTERNATIONAL FLIGHTS***Do I have to fly with the group? I am traveling before the program starts/after the program has ended.*

Some of the programs require that you are on some or all of the flights together to minimize confusion and provide group transportation. Consult the program's information document which will outline the travel arrangements.

If you travel independently, we require that you follow 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 will be made with the Student Managers for your program.

**PROGRAM LODGING***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. The program's information document outlines the lodging for that particular program.

*Do I get a choice of roommate?*

During the pre-departure class sessions, you will get to know your fellow students and will be given an opportunity to decide who you want to room with. We cannot guarantee that every preference will be accommodated. 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 to resolve any issues.

**HEALTH INSURANCE***What is GEOBLUE 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 GEOBLUE vetted health providers in the country in which

your program resides and emergency coordination of return to the US or hospitalization in a foreign hospital if the necessity arises.

Does my GEOBLUE Insurance cover me through the end of my program? **YES**

Your Student Services Coordinator will register you for the dates of your program. If you are going to remain in country after your program has ended – you may want to go online to the GEOBLUE website and purchase additional coverage for the duration of your stay.

## **INNOCULATIONS**

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. If 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.

## **SEPERATION FROM GROUP DURING THE PROGRAM**

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.

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, 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.

The fact that a student is on probation or under sanction will be taken into account when making a decision regarding that student’s participation in study abroad and may result in the rejection of Registration. Failure to indicate probationary status will result in withdrawal of support for Registration. Disciplinary standing will be reviewed until the time of departure for the program.

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

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. If you found yourself in an MU Study Abroad location, you would not be permitted attendance at any Study Abroad program activities or venues.

## **LOST ITEMS**

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 Trip Booklet) 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](http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html)

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

## VISAS

*Do I need a visa to go on my program?*

As of this date – VISAs for US Citizens are only required on the China, New Zealand (specifically for Sydney, Aus) and S. America (specifically for Argentina) programs. The process for obtaining these visas will be addressed in the pre-departure class sessions.

**Non US citizens** should check with their consulates to determine whether a visa is needed and what steps are required to obtain one.

## STUDENT MANAGERS

*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 class sessions, they provide firsthand 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.

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. They act as a liaison between our foreign partners, MU professors and the partner administration.

## COSTS ASSOCIATED WITH THE PROGRAMS

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

Fees that will appear the same as for any coursework:

<b>MU Educational Fees:</b> Same as you would see billed for any MU courses in the Business School. The exact amount of these educational fees will be set by the Board of Curators during their meeting each April.
--

<b>TCoB Business Course Fee:</b> Charged by TCoB to all students taking business courses.
---

<b>Technology Fee:</b> determined each year. Charged by TCoB to all students taking TCoB courses.
---

Fees that are specific to your Study Abroad program:

<b>Program Fee:</b> dependent upon program selected; Charged by the TCoB Study Abroad Department based on per/person cost of running the program.
---

<b>International Center fee:</b> (24/7 emergency response); Charged by the MU International Center
--

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 program.

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 courses during your degree program. That is why these are departmental courses 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.

**WITHDRAWAL FROM THE PROGRAM**What if I want to withdraw from the program?

All withdrawals must start with an email to the Student Services Coordinator in the department. Withdrawal penalties will be assessed based upon the date of your email. (See Withdrawal billing policy.)

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 Student Services Coordinator in 307 Cornell Hall.*

**Unless otherwise specified on the program specific information document,** withdrawal billing will occur as follows:

Amount	Date of Withdrawal Email
\$100 will be billed	After Date of Commitment – no exceptions
\$600 will be billed.	After April 1 for summer programs After Oct 1 for intersession programs

*\*\*\*Depending on the date that you withdraw from the program, the Study Abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you **have not** been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.*

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

**FINANCIAL ASSISTANCE**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. The International Center's website has links to financial resources and Scholarships. There are some Business School specific scholarships which will be posted in the Study Abroad Office.

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

The Financial Aid office and the International Center have information on all available resources at this link: <https://international.missouri.edu/study-outside-the-us/getting-started/financing/index.php>. Required qualifications and application processes are outlined for each scholarship.

In addition, the Finance Department has a scholarship for students with a concentration in Finance & Banking or Real Estate. You can pick up that application in the Finance Department in 403 Cornell Hall.

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 may be covered in the same way any of your courses qualify for financial aid. **You need to notify your financial aid advisor** that you intend to take these courses to see if this puts you over the amount already earmarked for the particular term. **Obtain a financial aid worksheet for your program from the Study Abroad office before going to the Financial Aid Office in Jesse Hall.**

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. You would need to discuss this with your financial aid advisor.

Any additional questions not addressed in this FAQ can be directed to the Study Abroad office:  
[herschbachk@missouri.edu](mailto:herschbachk@missouri.edu) or [tcobstudyabroad@missouri.edu](mailto:tcobstudyabroad@missouri.edu)