

FREQUENTLY ASKED QUESTIONS

A QUICK GUIDE TO UNDERSTANDING FACULTY-DIRECTED PROGRAMS ON ROCKY TOP!



APPLICATION PROCESS/TIMELINE

When are applications due?

Applications for faculty-directed programs are usually due at the beginning of February. However, for some programs, the deadline might be prior to February. You are encouraged to visit the faculty-directed program online brochure page for more information.

When is my application considered complete?

Your application is considered complete when each item within the application checklist has been checked off.

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

The decision date (usually in mid-February) listed on the program's online brochure page is the date on which you will receive a decision notification from the Programs Abroad Office (PAO).

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

You will have **1 week** from the decision date to decide whether or not to commit to the program. Below is an image of what you will see in your UT online application once you have been accepted. You must complete the full online application checklist in order to be considered for a program, and acceptance is not guaranteed.

Commitment to Participate

Your status: **Accepted**

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.

What do I owe to UTK if I apply to a program?

There is no application fee nor any financial obligation simply for applying to a faculty-directed program. You will not be financially obligated for any program costs until you click to *commit* to the program.



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 director(s) for that program. The courses listed on the program online brochure page are the courses available to take. Most courses are worth 3 credits each unless otherwise listed on the program brochure page.

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

The courses taught on UT faculty-directed programs are UTK courses. This means that the grade you receive in the course counts toward your UTK GPA, and the credits are applied toward your UTK 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?

You are expected to take the course(s) for a letter grade. Faculty program directors may grant an exception on a case-by-case basis, if desired.

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

Unless otherwise instructed to do so by your program director(s), you must register for the program course(s) once mini-term and summer course registration is available on your MyUTK account. If you have any issues with registration, you should contact your respective academic department for assistance. The Programs Abroad Office cannot enroll you in your courses.

How much time will we spend in class?

Class time and program excursions depend on your program. You should contact your program director for copies of the course syllabus or with any questions regarding the academic aspects of the program.



How much does my program cost?

The costs for your program are listed in the program budget sheet (accessible at the top your program online brochure page). As this is a faculty-directed program, and you will be earning UTK credit, tuition rates are based off of your residency status. Please pay close attention to the program's budget sheet for budgeting purposes. Tuition, the program fee, and the study abroad fee will be billed to your MyUTK account.

What is included in my program fee?

Unless otherwise indicated on the program budget sheet, your program fee includes accommodation for the entire program and transportation for excursions included in the program (those listed on the program online brochure page). 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 either.

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

The \$750 deposit is typically due in late March or early April. The remaining billable program costs (which includes the study abroad fee) are billed and due according to the regular UTK billing schedule for mini-term or summer.

Please note: As soon as you opt to commit to the program, our office (the Programs Abroad Office) considers you fully financially obligated for all billable costs of the program. The \$750 deposit is non-refundable in all cases once you have committed to the program; this applies even if you later withdraw from the program regardless of when you withdraw from the program. If you withdraw from the program, you 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 your 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 UTK billing schedule for mini-term or summer.

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

If you withdraw your 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 (referenced below) that you must sign as part of your application, once you have committed to the program, the \$750 deposit is non-refundable in all cases. This still applies even if you later withdraw from the program regardless of when you withdraw.



If you withdraw from the program after committing, you will also be responsible for any non-recoupable costs above the \$750 deposit. The Programs Abroad Office will communicate any additional costs to you directly.

Your withdrawal from a faculty-directed program will not be considered complete until our office (the Programs Abroad Office) has received written notice of the student's desire to withdraw (emails are *not* accepted).

Withdrawal policy for faculty-directed programs

If I withdraw from a program after committing to participate, I understand that notifying the program director or provider is not sufficient, nor is simply dropping the class (es) on MyUTK. My withdrawal will not be official until I submit in person written notification to the Programs Abroad Office (emails will not be accepted).

The \$750 program deposit which will be billed to me after my commitment to the program will be non-refundable in all cases unless the program is cancelled by the university. Even if I have not paid the deposit before withdrawing, this charge will remain on my account, and I will still be responsible for paying it. Thus, I understand that I should consider purchasing travel insurance from a company that sells such policies, which usually are low cost, and in some cases, may provide reimbursement for unused, non-refundable prepaid travel expenses in the event of trip cancellation or interruption. I understand that the University of Tennessee does not provide this service or endorse any particular travel insurance providers.

In addition, if UT, Knoxville has spent money on my behalf prior to my withdrawal, I agree to pay UT, Knoxville to cover these expenses. The date my written notification is received is the date by which the financial calculation will be made. If I should decide to withdraw and fail to submit any written notification of my withdrawal and/or fail to show up at the program site, I understand I will be financially responsible for the entire program fee.

If I withdraw from the program prior to the session's first day, I will be required to withdraw from my course(s) and will receive a full refund of tuition and matriculation fees. If I withdraw after the session's first day, refunds for recoverable tuition and fees will be based on the University calendar, http://registrar.tennessee.edu/academic_calendar/.

Scholarships

Where can I find information about scholarship applications?

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

Remember to always check with your specific college/department to see if they offer scholarships for study abroad.

Which scholarships am I eligible to apply for?

The eligibility criteria vary depending on the scholarship. You should access each scholarship link on the Funding Opportunities section (see above) of the Programs Abroad Office 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?

If you are eligible for summer financial aid you must apply to request summer financial aid, and the award amount may vary from student to student. Typically, you 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 Programs Abroad Office 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 (https://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 <https://calendar.utk.edu/deadlines>) for the exact date; there is no separate disbursement for mini-term. For additional information about the timeline for financial aid disbursement, you should contact OneStop.

My parent/guardian is an employee of UTK or the State of Tennessee. Does my tuition discount apply to my education 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, you are responsible for making your own roundtrip travel arrangements. You are expected to arrive by the program start date and stay until the program end date, but you 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 you for reference, and you may also share your itineraries with other program participants if you would like to travel with someone.

Is the flight included in the program fees?

No, you are responsible for making your own travel arrangements. The Programs Abroad Office does provide an estimated cost of a roundtrip flight from Knoxville in the program budget, but you should keep in mind that flight costs fluctuate frequently. You are not required to depart from Knoxville.

When can I book my flight?

You should not book your flight until after your first program orientation OR until the Programs Abroad Office informs you that you 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 your online orientation materials in the learning content section of your UT education abroad application checklist. You have access to these materials as soon as they you have been accepted.

Additional resources can also be found under “Student Travel Resources” on the main Programs Abroad website.



Housing

Where will I live during my education abroad experience?

Housing varies depending on the program, and the basic information about housing can be found on each program online brochure page. 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 UT faculty-directed programs are required to live in the program housing provided by the program.

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

The Programs Abroad Office 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 education abroad programs, more time is required to determine possible accommodations than is typically required on campus in Knoxville.

