



Bishop Budget Workshop

Overview

1. WHAT COSTS TO LOOK FOR AND INCLUDE
 2. CALCULATING CORRECT EXPENDITURES
 3. VISA PLANNING
 4. ADDITIONAL RESOURCES
- QUESTIONS

1 Application: Detailed Itemized Budget Overview

Use this example as a guide to get started (page 4, Bishop Application form).

Be sure your costs are listed in USD

Detailed Budget Proposal Form

NOTE: Along with this application, you must attach a detailed travel itinerary & dates for additional travel before or after program and a budget for this travel (see Bishop Directions handout for more details). You must also submit a separate, detailed budget for the entire program and travel. **YOU MUST SUBMIT A HARD COPY OF THE PROGRAM'S WEB PAGE WITH DETAILED INFORMATION OR COPY OF WRITTEN PROGRAM BROCHURE.**

Please complete fields that apply to your program and proposal. For fields that do not apply, please write N/A. ***If you do not understand the breakdown of costs for your program, you need to contact the program for an explanation.*** For example, if the program charges \$2500 for the program total, you need to ask how that money is allocated. If you do not state costs in this application, they will not be granted.

Funding Breakdown

****Make sure costs listed are for upcoming summer and not past summer!***

Airfare: You are to estimate either your roundtrip or multicity airfare. US to study destination & return. Note: you must either depart from a major California airport or that of your US hometown major airport; **do not** use airport codes, spell out the city of departure.

Travel is: Round-trip or Multi-city
Departure city & date: San Francisco Int'l Airport, 8/17/24 Arrival city & date: Seoul Incheon Airport, 8/18/24
Departure city & date: Seoul Incheon Airport, 9/19/24 Arrival city & date: San Francisco Int'l Airport, 9/19/24

Provide 3 estimates of total cost for airfare:

Airline & cost #1 (e.g. Delta \$895): Korean Air, \$1510 Airline & cost #2: Hawaiian Air/Canada Air, \$1280

Airline & cost #3: Eva Air/Canada Air, \$1450 Round-trip/multi-city airfare average cost*: \$1420

See airfare directions in Bishop Directions handout. Use the **average estimate and select nonstop or direct.*

Transportation fee to/from airport: \$ 80

Program/Tuition Fees

Program fees: \$ n/a Tuition fees: \$ 1940 Application fee: \$ n/a

Is application fee credited towards tuition or program fee? Yes No

Security deposit: \$ n/a

Is security deposit credited towards tuition or program fee? Yes No

Administrative fee: \$ n/a

Please describe: _____

Is administrative fee credited towards tuition or program fee? Yes No

Other: \$ 530 Please describe: registration fee, housing placement fee, airport pick up (roundtrip)

Are any of these fees refundable? Yes No

Which one(s)? _____

1 Program Example: Languages Abroad Spain Program

Many organizations/universities run multiple summer programs; be sure you are calculating your budget for the appropriate program.

This is an example of a program with multiple costs listed for different options within the program.

Tuition	1 - 8 weeks	9+ weeks
Prices per week in EUR + Registration fee: 200 USD CAD		
Standard Course 20 lessons per week + 2 lessons Study Club* / max. 10 students per class	140	110
Intensive Course 30 lessons per week + 2 lessons Study Club* / max. 10 students per class	210	180
Active Plus Course 20 lessons Standard Course + 10 lessons of cultural activities + 3 evening activities per week / max. 10 students per class Starting dates: 29 Jan, 19 Feb, 02 Apr, 04 Jun, 01 Oct	280	280
Study Club* 2 lessons per week Difficult tasks or creative brainstorming – join our Study Club for extra help! Revision of the study day, assistance in homework or preparation for tomorrow and much more – for free.	incl.	incl.
DELE Exam Preparation (Duration: 8 weeks) 20 lessons per week / max. 10 students per class / Exam fee not included Starting dates: Feb 12, Mar 26, May 21, Aug 13, Sep 17 Exam dates: Apr 06, May 19, Jul 13, Oct 05, Nov 10	140	-
Teacher Training Course 20 lessons per week / max. 12 students per class / Exam fee not included Starting dates: 29 Jan, 19 Feb, 02 Apr, 04 Jun, 01 Oct	170	170
Combi Course 20 + 5 20 lessons Standard Course + 5 lessons One to One per week / max. 10 students per class	285	255
One to One Course 5 days / week, 2 lessons daily (for 4 or 6 lessons daily multiply accordingly)	290	290



CHECKLIST

- Language course as booked – Registration fee: 200 USD | CAD
- Accommodation as booked – Placement fee: € 80
- Letter of acceptance for visa purposes: € 50 (non-refundable)
- Placement test and certificate included in the price
- Textbooks at school (on loan from € 4 / week, € 15 deposit or on sale)

Accommodation		Season A	Season B	Season C
Sunday – Saturday)		until Mar 17 –	Mar 18 – Jun 16 /	Jun 17 – Aug 25
Prices per week in EUR + Placement fee: 80		from Sep 30	Aug 26 – Sep 29	
Standard Apartment	↔↔	110	135	170
	↔	160	185	220
Studio	↔↔	220	245	280
	↔	360	385	420
Homestay HB	↔↔	150	175	210
	↔	190	215	250
Residence HB	↔↔	210	235	270
	↔	280	305	340

2 Itemized Budget Overview

Be explicit, specify all details.

Round up to the nearest dollar.

This is one example of an itemized budget; there are additional examples are in the FASA library.

The currency exchange rate may change between now & the start date, it is okay to slightly overestimate.

Expense	Projected Cost (in SKW/KRW)	Cost (in USD)	Notes
Airport Pickup Fee (2-ways)	214,606.74	192	From Seoul Gimpo International - GMP
Tuition (Course fee for 3 weeks, 25 lessons/week)	1033,707.87	920	No lessons September 12-13 (Chuseok: Korean Thanksgiving) Weekly tests (students' progress tracked based on test results) No credit or fee for credit
Registration Fee	161,797.75	144	--
Books and Materials	32,584.27	29	For language and culture
Housing/board fee for 3 weeks (Homestay - Single-person room, half-board)	950,561.80	846	See details of accommodations below
Housing Placement Fee	161,797.75	144	--
TOTAL: \$2275			

2 Bishop Summary/ Overview form

Verify that all the costs are consistent!

Round up your funding requests to the nearest \$50.

This is the example of an Bishop Summary/Overview form; a writable pdf version of this form is available on our site.

Program: Intensive Korean 25 Course
Dates: 9/1/19 – 9/21/19

Location: Seoul, South Korea
Duration: 3 weeks

Program Description:

Full-time Korean language and culture course. 3-hour morning sessions and 2-hour afternoon sessions with encouragement to self-study through homework and weekly exams. Cultural activities and excursions provided.

Summary of Cost:

<u>Category</u>	<u>Category Cost</u>
Airfare:	\$1703
Tuition Fees	\$920
Administrative + Additional Program Fees	\$509
Accommodation	\$846
- Type: Homestay	
- Meal Plan: Breakfast + Dinner weekdays, 3 meals on weekends/holidays	
Activities + Excursions	\$67
Additional Expenses (Transportation, Meals, Living expenses, etc.)	\$442
Total:	\$4486
Total Requesting:	\$4500
Independent Trip Expenses (Palaces, Museums, Bike Rental, Cruise)	\$120.50
Grand Total:	\$4620.50

2 Don't Forget!

(Costs that are frequently forgotten)

- Make sure the costs are current/for the summer.
 - Sometimes posted prices are outdated and not accurate for when you are travelling; contact the intended program to confirm.
- Transportation to/from the airport to program
 - Some programs offer a service, but research and compare with other options to ensure what's best.
- Miscellaneous items you'll need everyday, i.e. laundry, academic books, etc.
- Regarding airfare—navigate the search for each option, stopping before booking confirmation, as if purchasing the tickets to view all taxes calculated with the airfare.
 - Look at airfare that is “travel-wise” (only 1 connection max, bigger name carrier, times are conducive to getting around, etc.), not only the least expensive option.

3

Visa Planning

Do you need a **student** or **tourist** visa?

Your program will likely address this; you will need to provide your visa plan for this application.

Use this US State Department site as a starting point to figuring out which visas you will need for the location you will be visiting.

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/americans-traveling-abroad.html>

Additional Note Bishop funds do not cover costs associated with the following: visas, passports, inoculations, health insurance, souvenirs.

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Additional Resources

FASA Office is open Monday through Friday, 8am-5pm (closed from 12-1pm)

- Walk-in hours Tuesdays (9 - 11 am) and Thursdays (2 - 4 pm)
- Additional Bishop examples are available in the FASA office, Rm 319 in the Center for Student Services building.

Email Elizabeth Nugent, enugent@caltech.edu with questions after this meeting or to schedule an appointment outside of walk-in hours.

Questions?