

* EDUCATION ABROAD PROGRAM: INTERLOCATION TRANSACTIONS

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I. INTRODUCTION

The Education Abroad Program (EAP) is a Universitywide program that develops and implements reciprocal exchange agreements with foreign universities. In addition, the Program operates study centers abroad.

Although EAP is located in Santa Barbara, the program is administered by the Office of the President (OP). This includes overall policy direction and funding and appointment of the EAP Director and the faculty Study Center Directors. OP and the Los Angeles campus process all intercampus transactions involving EAP.

Each campus provides funding and other support to its local EAP office. EAP works directly with campus financial aid offices regarding all financial aid matters concerning EAP students.

II. PROCEDURES

A. FEES AND FINANCIAL AID

- 1) EAP students generally pay fees and other charges in three or four installments, in accordance with specific program schedules.
- 2) Participants are registered as EAP students and pay their applicable University, campus, and program specific fees to EAP. Payments are made by sending checks, payable to The Regents of the University of California, to the Universitywide Office of EAP (UOEAP) in Santa Barbara.
- 3) All financial aid awards to EAP students are forwarded to UOEAP by the respective campus. Funds are credited to a student's EAP account, and disbursed to the student according to scheduled program dates.

B. ALLOCATION OF FEES

Whether an EAP student participant pays fees in cash or from financial aid funds, the funds are allocated and transferred as follows:

- 1) Campus specific fees, such as the Student Center Fee, and any other campus mandatory fees, are transferred by EAP to OP at fiscal closing.
- 2) The Nonresident Tuition Fee is transferred by EAP to OP at fiscal closing.
- 3) The Educational Fee is transferred by EAP to OP at fiscal closing for allocation or redistribution to campuses as appropriate under University budgetary guidelines and procedures.
- 4) EAP retains the University Registration Fee.

III. SALARY OF STUDY CENTER DIRECTOR

Study Center Directors, who are appointed by the President of the University, remain on their home campus payroll regardless of the duration of the appointment. EAP reimburses the home campus, via financial journal, for a portion of the Director's compensation and for other expenses made on behalf of the Director.

The procedures to be followed for such transfers are similar to the procedures for temporary intercampus transfers and multicampus appointments detailed in to Accounting Manual

- * chapter [P-196-38](#), Payroll: Interlocation Transfers and Appointments.

IV. FOREIGN RECIPROCITY STUDENTS

The University Registration Fee and campus specific fees are transferred to the appropriate campus by EAP throughout the year for foreign reciprocity students enrolled in accordance with exchange agreements. Such transfers are made via financial journal.

V. REFERENCES

Accounting Manual:

- * [P-196-38](#) Payroll: Interlocation Transfers and Appointments

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