

UCDAVIS
INTERNSHIPS ABR🌐AD

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Dates and Deadlines

Enrollment opens	January 10
Study Abroad Award Deadline	February 2
Program Specific Information Sessions	January-March
Book your airfare (when program is "confirmed")	January-March
Financial Aid Estimator available	April-May
Last day to enroll for open programs	March 2
Liable for 50% of the Accommodations and Services Abroad Fee (see Cancellation Policy)	March 10
Liable for 100% of the Accommodations and Services Abroad Fee (see Cancellation Policy)	April 14
Course registration	Late April/Early May
UC Davis Summer Aid application opens*	Late April/Early May
Pre-departure Orientation	May 19
Summer Abroad Internships Fees Due	June 15
Liable for all program fees (see Cancellation Policy)	June 15
UC Davis transcript sent to other UC campuses	October

**Non-UCD students should check with their home campus Financial Aid office for date*

1. Policies and Procedures

Eligibility Requirements

To be eligible to participate in a Summer Abroad program, you must

- Be 18 years or older
- Have completed 15 accredited college units
- Have a GPA of 2.5 or higher
- Be in good disciplinary standing with your academic institution

Summer Abroad Internships Program Enrollment (January 10 – March 2, 2018)*

To enroll in a Summer Abroad program, you need to

- [Create a Study Abroad account.](#)
- Fill out your profile with your programs of interest.
- Start gathering enrollment materials such as your Health Clearance and Passport Copy.
- Start your enrollment by clicking “Apply Here” in the top menu and select a term next to your program.
- Starting on January 10th, complete all steps of the Enrollment section, pay your \$300 (non-refundable) deposit, and submit your enrollment. The last day to enroll for open programs is March 2nd.
-

*Summer Abroad Internships students applying for the Study Abroad Award must enroll by February 2, 2018.

If you submit a Travel Clinic Appointment Card and/or Proof of Passport Application with your enrollment, you will need to have your completed health clearance and/or passport copy uploaded to your account no later than **May 11, 2018**. You will also need to upload a new passport copy by this deadline if your current passport expires earlier than 6 months after the day you plan to return from the program. You may not be allowed to go on the program and will remain liable for fees if you do not meet this deadline.

First-Completed, First-Reserved Policy

Programs fill on a first-completed, first-reserved basis. Summer Abroad will review your completed information and assign your enrollment status (see options below) in order of receipt.

Checking Your Status

Study Abroad Account

Log in to your Study Abroad Account to review your enrollment status. Below is an explanation of statuses.

- **Incomplete:** You have started an enrollment but have not yet submitted it. You will not be considered for a spot in the program until you submit your enrollment. Summer Abroad will send you updates on the program(s) as new information becomes available.
- **Pending:** Your enrollment has been submitted and can take up to three weeks to review. Once it has been reviewed, your account will show your updated status.
- **Submitted-Incomplete:** You submitted your enrollment, but it is incomplete. A spot in the program has **not** been saved for you. Contact Summer Abroad to verify which documents are missing and submit them to the Summer Abroad office as soon as possible to reserve your spot in a program.
- **Enrolled-Conditional:** Summer Abroad is holding a space for you in your chosen program but your enrollment is still being reviewed for one of the following reasons. You are still subject to the [cancellation policy and fee schedule](#).
 - **Disciplinary Clearance:** Summer Abroad has not yet received your disciplinary clearance from your home campus or it is in review.

- **Academic Review:** Summer Abroad may be contacting you if you do not meet the prerequisites.
- **Enrolled:** You are fully enrolled in a Summer Abroad program. You are being saved a spot in your program and are subject to the [cancellation policy and fee schedule](#). Check your email regularly to monitor program announcements, updates on the orientation, and program confirmation.
- **Waitlisted:** You have been waitlisted in your program. For additional information, see the [Waitlist Status](#) section.
- **WL & Enrolled Alt:** You have been waitlisted for your first choice program and saved a spot in your second choice program. For additional information, see the [Waitlist Status](#) section.
- **Withdrawn:** You have cancelled your enrollment in the program. Refer to [Cancellation Policy](#).
- **Not Approved:** You do not meet [eligibility requirements](#).

Waitlist Status

If your enrollment is received after a program has filled, we will put your name on a waitlist. You will receive an email explaining your options of enrolling in an [alternate program](#). You can check your waitlist number by following the steps below:

1. **Log into your Study Abroad Account.**
2. **Click on “My Enrollment.”**
3. **Click “Step 1. Fill out Enrollment” for the program you applied to.**
4. **Click on “Additional Information” (when available, your waitlist number will be shown here).**

How will I know if I get a spot?

If a space opens up for you, we will contact you to confirm that you still want to enroll in the program. You will have two (2) business days to respond before Summer Abroad moves to the next person on the waitlist. If you have made other plans for your summer but are still on the waitlist, please contact Summer Abroad and ask to be removed from the waitlist. Summer Abroad will refund your deposit if you do not accept a spot in the program.

How likely is it that a space will open on the waitlist for my program of interest?

Summer Abroad does not know in advance when and if a space will open up for those on the waitlist. There is no trend that could help us predict how many, if any, students will cancel their enrollment in a particular Summer Abroad Internship program. Sometimes waitlisted students transfer their enrollment to an alternate open program. You may want to discuss this option with Summer Abroad while space is still available in alternate programs.

Can I enroll in an alternate program and remain on a waitlist?

Yes, when completing your enrollment online, you will be asked, “Would you like to choose a second choice alternate program?” If so, you will then “Select the Backup Summer Abroad Internship program you are applying for.” If you do not receive a spot in your first choice program, you will be waitlisted in your first program and saved a spot in your alternate if there is space available. If you have already submitted your enrollment, please contact Summer Abroad. You may only select an alternate program that is the same program type.

Summer Abroad Internships: You are subject to Summer Abroad Internship cancellation fees and policies when you enroll in an alternate program, so only enroll if you are serious. You will have the option of moving to the waitlisted program from your alternate if a space becomes available by March 9, 2018. After March 9, 2018 participants enrolled in an alternate program will be removed from all waitlists.

Checking the Status of your Program

You can check a program's status on all program web pages under "Announcements." Program statuses are updated as soon as possible and are not guaranteed.

- **Scheduled:** The program is scheduled for the upcoming summer.
- **Open:** The program still has space available and is accepting enrollments.
- **Open – Limited Space Available:** The program has ten or fewer spots available.
- **Full – Waitlist Available:** The program is full but waitlist space may be available. See also "[Waitlist Status.](#)"
- **Confirmed:** The program has been confirmed. This status will be used in combination with "Open" or "Limited Space Available" statuses. Once the program has been confirmed, you will receive additional information via email regarding airfare, travel preparation, etc.
- **Cancelled:** The program has been cancelled due to safety concerns, low enrollment, or other reasons that make continuation of a program in the planned location difficult.

Participation Policies and Summer Abroad Internship Contract

Upon enrollment in UC Davis Summer Abroad Internship, you will agree to certain terms and conditions. These terms are defined in the Summer Abroad Internship Contract that you agree to while completing your enrollment. **Before you enroll, make sure you read this contract thoroughly and understand what is required of you as a participant in a Summer Abroad Internship program.** If you have questions about this contract, please contact Summer Abroad for a clarification of the terms.

IMPORTANT

Violation of the Summer Abroad Contract may result in your exclusion from a portion of the program (classes and/or activities, facilities, or accommodations) or your removal from the entire program. Violations will be reported to the UC Davis Office of Student Support & Judicial Affairs. Students from other campuses will have a report sent to their home campus. Upon your return, the UC Davis Office of Student Support & Judicial Affairs may impose disciplinary action. **Refunds are not given if you are excluded or removed from a program.**

Student Cancellation

Please do not submit your enrollment if you do not intend to participate in a Summer Abroad Internship program. The cancellation policy outlined below applies to *all* students, including those planning to use financial aid.

If you need to cancel from a Summer Abroad program, **you must complete an official Cancellation/Withdrawal Form.** You must request the form via email by contacting summerabroad@ucdavis.edu.

Cancellations/Withdrawals are effective the date the form is received by Summer Abroad and NOT the date the form is requested. Postmarks will not be used to determine the effective date. If a student fails to officially cancel from the program, they will be charged all program fees. There are no refunds for non-attendance.

All cancellations are subject to the Cancellation Policy and Deadlines (below). Note: The cancellation policy is on the website, Program Specific Guide, and Summer Abroad Contract.

Summer Abroad Internships Cancellation Policy and Deadlines:

- **The \$300 deposit is NOT refundable under any circumstance.**
- **March 10 — April 13, 2018:** If you cancel from March 10 through April 13 you will be charged and liable for:
 - \$300 non-refundable deposit

- 50% of the Accommodations and Services Abroad Fee (amount varies by program, \$4000 or more). The fee for your program is listed under “Fees” on the Program page online. **April 14 – June 14, 2018:** If you cancel from April 14 through June 14 you will be charged and liable for:
 - \$300 non-refundable deposit
 - 100% of the Accommodations and Services Abroad Fee (amount varies by program, \$4000 or more). The fee for your program is listed under “Fees” on the Program page online.

- **June 15, 2018 (and after):** If you cancel on or after June 15, you are liable for **ALL** Program Fees:
 - \$300 non-refundable deposit
 - Accommodations and Services Abroad Fee (amount varies by program, \$4000 or more)
 - Balance of Summer Abroad Fee
 - Course Fee*
 - [UC Davis Summer Campus Fee*](#)

Fee	If Cancellation/Withdrawal Form is Received		
	March 10 through April 13, 2018	April 14 through June 14, 2018	On or after June 15, 2018
Summer Abroad Deposit	100% Charged / Not Refunded	100% Charged / Not Refunded	100% Charged / Not Refunded
Accommodations and Services Abroad Fee (Varies by program)	50% Charged / Not Refunded	100% Charged / Not Refunded	100% Charged / Not Refunded
Balance of Summer Abroad Fee	100% Refund	100% Refund	100% Charged / Not Refunded
Course Fee*	100% Refund	100% Refund	100% Charged / Not Refunded
UC Davis Summer Campus Fee* :	100% Refund	100% Refund	100% Charged / Not Refunded

*Estimated—Subject to Regental, legislative, gubernatorial and/or campus action and may change without notice.

Withdrawal from Summer Abroad Internships

To withdraw from the program while it is in progress, fill out a Cancellation/Withdrawal Form (available from Summer Abroad). **There are NO refunds for withdrawals or dismissals from a program under any circumstances.**

Non-attendance or non-payment is NOT a form of cancellation. There are no refunds for non-attendance or non-payment. You will still be liable for all fees and will not be reimbursed for travel-related expenses including airfare, passport fees, or other costs.

Cancellation of a Program by Summer Abroad Internships

Summer Abroad may cancel a program due to safety concerns, low enrollment, or other reasons that make continuation of a program in the planned location difficult. If your program is cancelled, you will have the option of transferring to another open program or cancelling your enrollment in Summer Abroad Internships.

Your \$300 deposit will be refunded if Summer Abroad cancels your program and you choose not to participate in an alternate offering. **Because Summer Abroad will not refund the cost of any airfare purchased, you should not purchase your airfare before your program is confirmed.**

*When preparing to travel, lay out all your clothes and all your money.
Then take half the clothes and twice the money. ~Susan Heller*

2. Fees, Payments & Financial Aid

Summer Abroad Fees

Fees include the Summer Abroad Internships Fee, Course Fee, UC Davis Summer Campus Fee, and Accommodations and Services Abroad Fee. **Travel to and from the program site is NOT included. All fees are subject to change without notice.**

Summer Abroad Internships Fee

This fee covers instructor lodging and travel as well as overall program costs. The non-refundable deposit amount of \$300 goes toward this fee.

Course Fee*

The Course Fee includes your tuition and classroom costs. Actual charges will be posted in the fees section of each program page when available.

UC students who are graduating in Spring Quarter will be charged Non-UC fees unless they defer their graduation. In many cases, these students can walk in the graduation ceremonies in June, but file for the September graduation date. Students should check with their college dean's office for filing deadlines. You are a UC student if you are enrolled at any of the University of California main campuses and will be a continuing student in the fall: UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC San Diego, UC San Francisco, UC Santa Barbara, and UC Santa Cruz. If you are an incoming student (undergraduate or graduate) admitted to UC Davis for all, please contact summerabroad@ucdavis.edu.

*This fee is subject to Regental, legislative, and gubernatorial action and may change without notice. Advance notice of fee change will not be given.

UC Davis Summer Campus Fee*

The UC Davis Campus Fee covers the following services and initiatives: Student Services, Memorial Union, Student Health and Counseling Services, Unitrans, Mondavi Center, Recreation, Student Facilities Fee, Facilities and Campus Enhancement Initiative and Campus Expansion Initiative. The Provost has directed that all registered students must pay all elements of the campus fee with the exception of UC Davis employees who are also registered students. This directive is consistent with the language included in the referenda for campus-based fees, including the summer campus fee, voted upon by the students. With a UCD ID card, Summer Abroad students have access to the student services listed above during the entire special summer session period (mid June – early September). UC Davis students may get a UCD ID card at the Office of the Registrar, 3100 Dutton Hall.

*This fee is subject to campus action and may change without notice.

Accommodations and Services Abroad Fee (varies)

The Accommodation and Services Abroad Fee varies for each program. This fee includes but is not limited to accommodations, select meals, group excursions, mandatory health and travel insurance, and printed items (including a course reader). Travel to and from the program site is NOT included.

Please refer to the [program web pages](#) for a specific list of what is included in your fees.

Payments

Summer Abroad has an incremental payment schedule. (Note: the payment schedule is not the same as the [fee schedule for cancellations](#).)

All Fees Due June 15, 2018.*

- Due upon Enrollment—Non-refundable Deposit (\$300), paid by credit card online.
- Billing Period April 19 - June 14, 2018
 - Accommodations and Services Abroad Fee
 - Billed to student's account in April
 - Summer Abroad Fee
 - \$1100 (\$300 deposit goes toward this fee)
 - Billed to student's account in May
 - Course Fee
 - Billed to student's account in May
 - Summer Campus Fee
 - Billed to student's account in May

**Deferment of Payments for Financial Aid Students*

If you plan to receive financial aid, you may request a deferment of payment since many campuses do not distribute financial aid until after Summer Abroad Fees are due. The deferment request may be submitted electronically through your Study Abroad account when enrolling in your program. Payment is due **five (5) business days** after the expected disbursement of your aid. It is your responsibility to apply for Summer Aid at your home campus. Please note that you are liable for all fees regardless of the amount of your final disbursement. The \$300 non-refundable deposit cannot be deferred. All students are held to the [cancellation policy](#) as stated in the participant contract.

Making Payments

Note: Registration bills and/or statements are NOT mailed. Each student is responsible for using MyBill for checking and maintaining their own online account balance.

How to Log in to MyBill

- Go to <http://mybill.ucdavis.edu/>

Students:

- Log in using your UC Davis Kerberos ID and password.
- Once logged in students can designate an authorized user (ex. parent) to access their account information and make payments on their behalf.
(My Account->Authorized Users->Add Authorized User)

Authorized users:

- If you have been designated as an authorized user, log in using your email address and password.

Paying Online

- Login in to <http://mybill.ucdavis.edu/> (see instructions above)
- Click on Make a Payment
- Click on Pay
- Select payment option and proceed with the payment
- Payments can be made from your checking account or Discover Card online. Note: Discover Card payments have a \$12 per transaction fee.

Paying by Mail

Make the check or money order payable to UC Regents, include the student's UC Davis* ID number on the check and remit to:

Cashier's Office
University of California, Davis
PO Box 989062
West Sacramento, CA 95798-9062

*Note: All Summer Abroad students have a UC Davis ID regardless of their home campus. Your 9-digit UC Davis ID number is available via your Study Abroad online account.

Paying in Person

Please take your payment to the Cashier's Office in Dutton Hall. Payments can be made by check or money order, payable to UC Regents.

Questions or comments can be directed to myaccount@ucdavis.edu

California Veterans Fee Waiver

Continuing UC students eligible for a California Veterans Fee Waiver can have the Course Fee waived. If you are eligible for this waiver, please send a copy of your current award letter for the academic year to Summer Abroad at summerabroad@ucdavis.edu.

Financial Aid for UC Davis Students

Financial aid may be available for UC Davis students from the UC Davis Financial Aid Office. To qualify, students must have a FAFSA or Dream Act Application on file for the 2017-2018 academic year and must register for 6 or more summer units. Aid is available on a first come, first serve basis, so sign up for your classes as soon as possible in late April/early May.

More information and an estimator (available in April/May) is available at the Financial Aid Website: <http://financialaid.ucdavis.edu/>

While you may be eligible for financial aid for Summer Abroad, in general you should not expect your aid package to be the same as during the academic year. For example, summer aid is likely to include a higher portion of student loans, which is dependent upon the total amount of loans you have already accepted during the academic year and the maximum amount allowed.

As explained below, some of the procedures for applying for summer aid are different from those for the academic year, and they will differ if you are a UC Davis student or from another institution.

How much aid is available for UC Davis students?

The Financial Aid Office posts the [Summer Aid Estimator](#) in April/May. You may use the estimator to calculate the potential aid available for your selected program. Summer Abroad will send a link to the Summer Aid estimator to UC Davis participants when it is ready. **You are responsible for making sure you can pay for your program before you enroll.** As soon as you know which program(s) that you are interested in, speak to a Financial Aid representative with the estimated program budget (found on the website) to get an estimate of your expected available aid.

Maintaining Financial Aid Eligibility

Students receiving financial aid for Summer Abroad are reminded of the following program requirements to retain financial aid eligibility for Summer Abroad:

- **Unit Requirement:** To be eligible for summer aid at UC Davis, you must be enrolled in a minimum of 6 quarter units per session of enrollment. Aid will be subject to cancellation if you drop below 6 quarter units.
- **Cancellation/Withdrawal:** If you receive financial aid and subsequently cancel or withdraw from the program, you may be required to return financial aid funds received. Return of Title IV funds received is based on published schedules and the date you officially withdrew or cancelled your registration. If you cancel or withdraw, notify the Financial Aid Office immediately.

Note to Financial Aid Students

Summer aid will be applied to any charges that exist on your student account before your financial aid remainder check is issued.

Direct Deposit for Financial Aid Disbursement

If you are traveling before your program's start date, any financial aid funds remaining after payment of fees on your account may be issued after you depart; therefore it is very important that you **sign up for Direct Deposit of aid disbursements**. UC Davis students can sign-up for this service online at <http://directdeposit.ucdavis.edu>, using their UCD Login ID and Kerberos password. Be sure to include your email address so that you will receive notifications of your deposit.

If you have questions regarding this service, contact myaccount@ucdavis.edu or call (530) 752-3646.

Financial Aid for Non-Davis Students

Other UC Students

All Summer Abroad students interested in summer aid must apply for aid at their home campus Financial Aid Office. All UCs award aid for summer sessions. The UC Davis Summer Abroad office will provide an enrollment confirmation letter by request. All financial aid recipients are responsible for paying their Summer Abroad fees **within five (5) business days** after the aid is disbursed.

NOTE: Financial aid disbursed by your home campus is **NOT** automatically transferred to UC Davis. It is your responsibility to submit your payment. For more information, see "[Making Payments.](#)"

Financial Aid Eligibility for UC Berkeley and UC Merced students

Students at UC Berkeley and UC Merced must be enrolled in 9 quarter units (6 semester units) in order to receive aid. If you did not request this extra unit when enrolling, please contact summerabroad@ucdavis.edu about arranging additional unit(s) of 199 independent study for financial aid.

Students from Outside the University of California

UC Davis does not provide aid for students from other institutions. Please see your home campus financial aid office to inquire about assistance for a UC Davis Summer Abroad program.

***If you reject the food, ignore the customs, fear the religion and avoid the people,
you might better stay home. – James Michener***

3. Post-Enrollment

Post-Enrollment Deadlines

After you are enrolled, there are further steps to take in preparation for going abroad. For planning and safety reasons, it is important to complete the steps by the specified deadlines for your program (see dates below). As indicated in the Participant Contract, if you do not provide information and material on time, you could be withdrawn from the program and still be liable for fees.

- Photo and Passport Upload: May 11th
- Disciplinary Clearance Form Upload: April 20th (Non-UCD Students only)
- Health Clearance Upload: May 11th
- Allergies and Dietary Information: May 11th
- Request Disability Accommodations Abroad: May 11th
- Request a roommate: May 11th
- Orientation RSVP: May 11th
- Background Questionnaire: May 11th
- Travel Itinerary: May 11th
- Online Informational Tutorial: May 11th
- Acknowledgement of Completion: May 11th

Online Informational Tutorial

Once enrolled, each student will be able to access the Online Informational Tutorial in their Study Abroad account. The Online Information Tutorial reviews important program resources and information for travel preparation, and covers the Student Handbook, Program Specific Guide, Pre-Departure Orientation, Health and Safety, and cultural awareness.

Surveys

UC Davis Study Abroad is participating in a multi-campus project to study the relationship between study abroad and self-efficacy (independence and resourcefulness). You are not obligated to participate in this self-efficacy survey, but your participation is important to help us improve programs and make them more impactful for students. The survey should be filled out before departing on your program and will be available to Enrolled students in their Post-Enrollment. The survey should take no longer than 5-10 minutes to complete.