

Off-Campus Summer Program Budget Worksheet		Year:
Program Title:		
Program Dates:		
The following cost will be included in the per student course charge, based on the minimum target enrollment of 8 students. *Maximum enrollment: normal ratio of program leader to student is 1 to 15.		
PART I		Total Cost
A. INSTRUCTOR/ASSISTANT EXPENSES		Per Student
Transportation - air		
Transportation - rail		
Transportation - other		
Lodging		
Meals		
Cell Phone		
Compensation*		
Events: tickets, admissions, excursions, other		
Group Incidentals		
Personal Incidentals (\$250 domestic, \$350 international)		
Pre-Program Marketing		
TOTAL Instructor Expenses		
B. DIRECT STUDENT EXPENSES		
Transportation - air		
Transportation - rail		
Transportation - other		
Lodging		
Meals		
Customized program provider cost per student, if applicable		
Events: tickets, admissions, excursions, other		
Emergency/Contingency Funds (\$300-\$700 minimum requirement)		
International Health and Accident Insurance (required, unless included in customized program provider cost)		\$50
Other (explain)		
TOTAL Course Expense Billed by Rhodes (A+B)		
PART II		
ADDITIONAL STUDENT EXPENSES		Per Student
Spending money needed		
Books		
Other (explain)		
TOTAL Expenses Not Billed		
Submitted by:		Date:
Budgets will be reviewed and approved by the Accounting Office and the Vice President of Finance and Business Affairs.		
<p>*Some programs may require more extensive assistance and supervision than others. Program assistants may be an employee of the College (faculty, staff, graduate assistant) or may be another authorized individual or spouse who is expected to travel and stay with the students throughout the course of the program. Compensation is to be built into the program budget and is generated by student fees paid for by the program. It is recommended that maximum stipends for faculty services per program are: Maximum stipends for faculty services per program are: \$1525 per week gross for 12 students or less; \$1850 per week gross for over 12 students. Program Assistant stipends are limited to \$1000.</p>		