

Procedures for Requesting International Student Exchange Fee Remission Coverage for IUB Schools

1. In order for the non-resident fees of the incoming international undergraduate exchange students to be covered by the Bloomington campus, the school requesting this coverage needs to complete the attached application. The application asks for confirmation that there is a) an approved primary exchange agreement on file with the Office of the Vice President for International Affairs; b) an approved sub-agreement or implementation plan under which the student exchange is occurring on file with OVPIA; and c) an approval of the overseas activity for the IU exchanges by the Overseas Study Advisory Committee.
2. In addition, the application requests information about the number of students being exchanged. The process requires that each school maintains parity between the number of IU students it sends on exchange programs and the number of international exchange students it receives.
3. The request for international student fee remission coverage should be done on a semester basis. For the fall semester, the request should be submitted to OVPIA by **September 15** of each; for the spring semester, the request should be submitted by **January 15** of each year.
4. After confirming that the above approvals have been obtained, OVPIA will forward the request to the IUB Budgetary Administration and Planning Office.
5. For undergraduate students, the IUB budget office will allocate to the appropriate school the non-resident fees that would be generated by the incoming undergraduate international exchange student and request that the school create an off-setting financial aid charge funded from the above allocation. The IUB budget office will provide a list to each school of those undergraduate students for whom non-resident tuition was transferred.
6. For graduate students, the schools will continue their normal process of receiving non-resident fees for the incoming graduate international exchange student and creating an off-setting financial aid charge. Schools are encouraged to exchange graduate students because there is no cost to the school to do so, but parity is also important at the graduate level. The IUB budget office will generate a list of those graduate students who should receive an off-setting financial aid charge from the schools as graduate exchange participants.
7. After OVPIA and the Office of Overseas Study have given approval for the exchange of **undergraduate** students, the process will work in the following manner:
 - a. The IUB outgoing exchange students will register for an OVST course facilitated through the Office of Overseas Study, to allow for a distribution of actual courses taken abroad upon return.
 - b. The IUB budget office will use a Distribution of Income/Expense document to distribute to the schools the full non-resident fees for the approved **undergraduate** international students. Please note that the mandatory and course-related fees will not be included in the amount transferred. The school can either cover these costs, or the exchange agreement can be written such that the students or the partner

universities pay for the mandatory and course-related fees. The DI document will indicate the names of the international exchange students for which the income is being transferred.

- c. The IUB schools will do a Budget Adjustment to move the income to their fee remission lines and will then process a fee remission for the approved incoming international undergraduate exchange students.
 - d. The Office of Overseas Study will transfer back to the schools the revenue received for the OVST course that the outgoing IU exchange students enrolled in because the partner institution is covering the fees of the IU exchange student. The schools will, therefore, have the resources needed to provide instruction to the incoming international exchangees.
8. After OVPIA and the Office of Overseas Study have given approval for the exchange of **graduate** students, the process will work in the following manner:
- a. The IUB outgoing graduate exchange students will register and pay for courses deemed appropriate in their school for the period abroad. Schools can create "off-campus" sections of courses for this purpose so that the outgoing students are not charged mandatory fees.
 - b. The incoming graduate international exchange students will register for IU courses in the school in which they are admitted. It is mandatory that the students only register for courses in their home school.
 - c. The IUB schools will process a fee remission for the incoming international graduate exchange students based on the fee income already received for these students. The school can either cover the costs of mandatory and course-related fees as well, or the exchange agreement can be written such that the students or the partner universities pay for them.
 - d. The schools will have received income from the outgoing student in order to have the resources needed to provide instruction to the incoming international exchangees.