



## MONEY MATTERS

<b>UCEAP Account</b>	<p>You can view your UCEAP account activity through MyEAP</p> <p>To receive checks and notifications, update your contact information in MyEAP</p> <p>UCEAP requires your permission to discuss your account with others</p>
<b>Budget</b>	<p>The UCEAP Student Budget outlines your program and personal expenses</p>
<b>Payments</b>	<p>The Payment Vouchers contain payment amounts and deadlines</p> <p>Making Payments</p> <p>You are responsible for paying your debts abroad</p> <p>An Extended Payment Plan is available</p>
<b>Financial Aid</b>	<p>Contact your UC Financial Aid Office for scholarship/loan requirements and procedures</p> <p>Program fee payments for financial aid students</p> <p>Late payment fees</p> <p>How financial aid is disbursed on UCEAP</p> <p>Financial Aid Revisions</p> <p>See the financial aid disbursement schedule for estimated disbursement dates</p> <p>Learn about Federal Direct and PLUS loan disbursements</p> <p>Fee waivers apply while you are on UCEAP</p> <p>Take advantage of the eRefund Direct Deposit option</p>
<b>Fees and Penalties</b>	<p>Grade Holds</p> <p>Additional fees for late payments, insufficient funds, and returned checks</p>
<b>Banking</b>	<p>Ask your bank about using credit and ATM cards abroad</p> <p>Learn about using travelers checks and exchanging money</p> <p>Assign your power of attorney to a responsible party</p>
<b>UCEAP Student Finance Contacts</b>	<p>Help with financial questions and emergencies</p> <p>Contacting Your UCEAP Finance Accountant</p>



## MONEY MATTERS

### UCEAP Account

#### You can view your UCEAP account activity through MyEAP

Your [MyEAP](#) account is separate from your UC campus account; they are not linked. Through MyEAP, you can view your UCEAP program fees, reported financial aid, payments, refunds, and account balance. In MyEAP, select **View or Pay Financial Account** under **Financial Info** on the left-hand menu to see this account activity.

Use the same login ID and password for MyEAP that you used to initially apply for UCEAP. If you have difficulty logging in or forget your login information, contact the [MyEAP Helpdesk](#).

#### To receive checks and notifications, update your contact information in MyEAP

You must update your U.S. financial address and e-mail in MyEAP. Your disbursements are mailed to this financial address (when applicable). Arrange for someone to check your mail at this address and deposit your disbursement checks while you are abroad. UCEAP will e-mail you a payment reminder 30 days prior to the final payment due date to the e-mail address you enter in MyEAP. You will not receive a paper billing statement, so check your e-mail account on a regular basis for notifications. If your parents/guardians or anyone else will be paying for your fees, forward them the payment reminder.

#### UCEAP requires your permission to discuss your account with others

If you want to designate someone who can discuss your financial matters with UCEAP, complete the electronic form located in your [MyEAP](#) account. Select **Third Party Authorizations** located on the left-hand side of the screen under **Financial Info**. (See complete [Instructions](#).) By law under the Family Educational Rights and Privacy Act, UCEAP staff cannot discuss your financial information with anyone other than you—not even your parents—without your written permission.



## Budget

### The UCEAP Student Budget outlines your program and personal expenses

The UCEAP Student Budget will help you calculate anticipated program costs so you are financially prepared to go abroad. It is for your reference and does not need to be mailed to UCEAP. The Student Budget is located in the **Money Matters** tab in the [Participants web](#) portal. Select your Country, Academic Year, and Program to access the Student Budget.

The Student Budget is divided into two sections:

#### Section 1: Program Fees

Programs fees typically include tuition, on-site orientation, UCEAP participation fee, and program-specific fee, which are payable to UCEAP. Depending on the program, other costs such as housing may be included. Check the UCEAP Student Budget for your program to see what is included in the program fees.

UCEAP is also required to assess Miscellaneous Campus Fees, Non-Resident Tuition, and Graduate Fees on behalf of your home UC campus while you are on the program. UCEAP collects and returns these fees to your UC campus.

If you are normally assessed Non-Resident Tuition while attending your home UC campus, UCEAP will collect these fees while you are abroad and return them to your UC campus. Refer to the UCEAP Student Budget for applicable amounts.

#### Section 2: Estimated Personal Expenses

These expenses are paid directly to outside providers or host institutions (they are not collected by UCEAP).

The personal expenses estimate is based on a conservative student lifestyle and is intended to provide a reasonable minimum estimate of personal costs associated with the term abroad. The cost of living, including everything from the price of toiletries to the average cost of meals, is calculated into the budget both as a convenience for UCEAP participants as well as for UC Financial Aid purposes. UC Financial Aid requires a detailed budget so that financial aid students can be packaged for the total estimated expense of the program. The estimate does not include personal travel, emergencies, personal entertainment, or major currency fluctuations.

If you manage your funds diligently you should be able to provide for necessities as estimated in the UCEAP Student Budget. The UCEAP Student Budget costs are calculated using an exchange rate based on the economic forecast for the term of the program. Do your own research for the most up-to-date rates.

- ▶ **Changes in Fees:** Fees are subject to revision without notice. The amounts shown in this document represent fees as currently approved. You will be notified if a change in fees occurs.



## Payments

### The Payment Vouchers contain payment amounts and deadlines

You can view your account balance and make a payment at any time in MyEAP. For deadlines, access the UCEAP Payment Vouchers and Student Budget located in the **Money Matters** tab of the **Participants** portal. Select your Country, Academic Year, and Program to access the **Money Matters** tab.

### Making Payments

See the [Payment Instructions](#) for further information.

### You are responsible for paying your debts abroad

You are responsible for paying your debts abroad. Failing to settle debts in the host country would negatively affect UCEAP. If you leave unpaid charges abroad, you are subject to disciplinary, financial, and academic penalties imposed by the University of California. Holds or blocks will be issued at your UC campus if you do not meet your financial obligations.

### An Extended Payment Plan is available

The UCEAP Extended Payment Plan (EPP) offers an opportunity to pay your UCEAP program fees over an extended period of time. There is no interest charge; the Extended Payment Plan is an *interest free* loan. If you owe UCEAP money or have a history of payment difficulty, you may be denied an Extended Payment Plan. If you wish to sign up for an Extended Payment Plan, e-mail [studentfinance@eap.ucop.edu](mailto:studentfinance@eap.ucop.edu)

There is a non-refundable EPP fee of \$25, which will be assessed to your UCEAP student account upon enrollment in the Extended Payment Plan.

EPP requires a first payment of at least 50 percent of the entire balance due, as well as online payments. Each payment must be made according to the due dates reflected on the Extended Payment Plan. There will be a grade hold placed on your grades until your balance is paid in full.

A \$50 late payment fee will be assessed for a late Extended Payment Plan payment each month (see Late Payment Fee in the Fees and Penalties section of this guide). One late payment may affect eligibility for future participation in the plan. Two late payments may cancel the Extended Payment Plan and cause ineligibility for future participation in the payment plan program.



## Financial Aid

### Contact your UC Financial Aid Office for scholarship/loan requirements and procedures

Since you remain enrolled at UC while you are on UCEAP, you retain eligibility for financial aid.

UCEAP does not provide financial aid application forms. Contact your home UC campus Financial Aid Office for scholarship and loan applications, procedures, academic requirements, and deadlines for the following year.

The current academic requirements for financial aid are to carry a minimum load of 36 UC quarter units as an undergraduate, or 24 UC quarter units as a graduate student during the academic year. Each UC campus or department may have additional requirements.

If you do not have the financial resources to participate in UCEAP, visit your UC campus Financial Aid Counselor in charge of UCEAP students. Locate the UCEAP counselor for your office in the [UCEAP Campus Representatives](#) list.

Inform the Financial Aid Counselor that you are a UCEAP participant, and ensure that all the financial aid files and documents you submit clearly indicate your UCEAP status, including reference to the correct UCEAP program. The campus Financial Aid Office will determine your financial aid eligibility. If financial aid is granted, it is your responsibility to complete all procedures required by the Financial Aid Office before departure.

File all financial forms by the early deadlines as if you were going to remain at your home UC campus. Your campus Financial Aid Office will package your financial aid according to the UCEAP Student Budget for your program.

### Program fee payments for financial aid students

The first payment is deferred for financial aid students. When UCEAP receives your financial aid from your campus, the aid is applied to your UCEAP student account. If the aid does not cover the program cost (Section 1 of the UCEAP Student Budget), you will receive a billing notice 30 days prior to the final due date. If you do not adhere to UC Financial Aid deadlines or procedures, UCEAP will consider you a non-financial aid student and you will be ineligible for the initial payment deferral. You are expected to be familiar with the composition and status of your financial aid package at all times, both before and after departure.

If you have submitted the first payment and your financial aid exceeds the program fees, you will be refunded any credit in accordance with the [Financial Aid Disbursement Schedule](#). If your financial aid awards exceed your UCEAP program fees, a UC financial aid disbursement will be issued approximately two weeks before the Official Start Date of the program, contingent on UCEAP having been notified of your financial aid awards.

If your financial aid is less than the UCEAP program fees (indicated on the UCEAP Student Budget), you are responsible for the difference. Make payments according to the instructions on the UCEAP Payment Vouchers. Thirty days prior to the final due date, you will receive a reminder about the balance due in your account. UCEAP will send this alert to the e-mail address you entered in MyEAP. Any late changes in your financial aid package may result in a balance due. Direct any questions about financial aid packaging or repackaging to your Financial Aid Office.

### Late payment fees

Your first payment is deferred. You will automatically be assessed a late payment fee for that payment, which will be reversed if/when we receive your financial aid.

If your financial aid reported to UCEAP by your UC campus Financial Aid Office covers the amount of the first and second payments, you will not be assessed a late payment fee for the second payment.



If your financial aid reported to UCEAP by your UC campus Financial Aid Office covers the amount of the entire student account balance, you will not be assessed a late payment fee for the final payment.

If your financial aid is revised, resulting in a balance due, you will be notified and will have 30 days to pay the balance. You will be assessed a late payment fee if you do not make the payment by that due date.

### **How financial aid is disbursed on UCEAP**

UCEAP Student Finance will distribute financial aid disbursements while you are abroad. To enable this, the campus Financial Aid Office must notify UCEAP in writing of the financial aid awarded for UCEAP participation. All confirmed financial aid awards, including Direct Lending, are credited to your UCEAP student account. Exceptions may include PLUS loans, graduate fellowships and departmental grants, and certain outside agency scholarships or loans. These funds may be distributed directly to you, depending on what disbursement method you have chosen with the awarding department or bank (in the case of loans). Unconfirmed or estimated financial aid awards are not credited to the account. UCEAP program fees are deducted from confirmed financial aid awards and the remaining credit balance is disbursed according to the [Financial Aid Disbursement Schedule](#).

### **Financial Aid Revisions**

Occasionally, receipt of financial aid disbursements can be delayed due to **revisions** to financial aid. Plan on having adequate backup funds should delays occur. You can see when the disbursement was requested by reviewing your [MyEAP](#) account.

If your financial aid is revised at any time, including after completion of or withdrawal from the program, you will need to repay UCEAP excess financial aid that was disbursed to you.

### **See the financial aid disbursement schedule for estimated disbursement dates**

The first financial aid disbursement for all programs will be requested approximately two weeks prior to the program's official UCEAP start date, in accord with Federal Regulations. Verify that your confirmed financial aid has been reported to UCEAP by logging in to [MyEAP](#). If your aid is not reflected on your account, and it is two weeks prior to your departure date, contact your UC campus Financial Aid Counselor to confirm that your financial aid has been forwarded to UCEAP. Dates of disbursement are contingent upon the receipt of financial aid information by UCEAP.

The disbursement request dates in the [Financial Aid Disbursement Schedule](#) are not the same as on your UC campus.

### **Learn about Federal Direct and PLUS loan disbursements**

#### **Federal Direct Loans**

You must complete a Master Promissory Note and Entrance Counseling Session for loans at your UC campus. Your UC Financial Aid Office commits the net amount of your loans for the full terms you will be abroad at the beginning of the UCEAP program. These funds will be applied toward your program fees. If there is a remaining credit balance, it will be disbursed with all other aid in accordance with the financial aid disbursement schedule for the program. You will receive notification from your lender on a quarterly basis that the funds have been disbursed to your UC campus. Unless this is a new loan, the funds will have already been applied towards your UCEAP program fees.

#### **Parental Loans (PLUS)**

There are varying disbursement possibilities for approved PLUS (Parent Loan for Undergraduate Student) applications. UCEAP advises borrowers to verify with the campus the expected method of disbursement upon loan approval, and plan accordingly. PLUS loans can be disbursed by the campus Financial Aid Office directly to your parental address or applied directly to your UCEAP account. Confirm with your campus Financial Aid Counselor how these funds will be disbursed



and the amounts. If they are being disbursed by the campus Financial Aid Office, confirm the disbursement dates of these funds. If the funds are being applied directly to your UCEAP account, your UC Financial Aid Office commits the net amount of your loans for the full terms you will be abroad at the beginning of the UCEAP program. If there is a remaining credit balance after the funds are applied to your account, it will be disbursed with all other aid in accordance with the financial aid disbursement schedule for the program.

## Fee waivers apply while you are on UCEAP

### Veteran Benefits

Veteran fee waivers apply to the following fees: UC student services, tuition, pre-ILP and ILP instructional, and UCEAP participation fees. All other fees will remain your responsibility. Submit a copy of the confirmation of benefits award letter for the current academic year to the UCEAP Student Finance unit. A separate letter is required for each academic year that you participate in UCEAP.

If you have other veteran benefits, contact your UC Financial Aid Office.

### Department of Rehabilitation and Graduate Fellowship Benefits

Have the Department of Rehabilitation or Graduate Division representative contact UCEAP Student Finance for coordination of payment.

### Stanford Tuition Grant

The Stanford tuition grant will cover the following fees: UC student services, tuition, program-specific, UCEAP participation, pre-ILP and ILP instructional charges, and campus fees. Submit a copy of the Stanford tuition grant award letter to the UCEAP Student Finance unit. A separate letter is required for each academic year that you participate in UCEAP.

### Los Alamos Lab

Employees of the UC Los Alamos Laboratory are charged in-state tuition fees. Submit to the UCEAP Student Finance unit a letter from the Human Resources department confirming employment and academic year of coverage.

## Take advantage of the eRefund Direct Deposit option

If you are expecting your financial aid to exceed your UCEAP Fees and would like to receive your refund as a direct deposit, you must sign up for eRefund on your [MyEAP](#) account. Select **eRefund Signup** under **Financial Info** on the left-hand menu. Review the [eRefund Direct Deposit Instructions](#) before you sign up.

Since UCEAP disbursements are processed through a different system than your home UC campus, you must set up a separate direct deposit with UCEAP. (Disbursements will be processed through the UCSB Accounting Office.)

eRefund becomes effective immediately and will remain in effect until you cancel it through [MyEAP](#). If the eRefund is declined due to incorrect account information, you will receive e-mail instructions from UCEAP on how to resolve the matter. If you do not resolve the matter, your disbursement will be issued in the form of a paper check. Your check will be mailed from UCSB to the U.S. financial address that you have on record in [MyEAP](#).

If you have authorized a third party with the "ONLINE PAYMENTS & INFORMATION RELEASE," they will be able to change your banking information.



## Fees & Penalties

### Grade Holds

If you have a balance remaining on your UCEAP account, your grades will be held until the balance is paid in full. To avoid a grade hold, make payments to your UCEAP account by the deadlines.

### Additional fees for late payments, insufficient funds, and returned checks

#### Non-Sufficient Funds/Returned Item Fees

If payment made by check to your UCEAP student account is returned by the bank for any reason, your account will be assessed a Non-Sufficient Funds/Returned Item fee. If a check is returned, it is because two attempts were unsuccessfully made to deposit it. UCEAP does not have control over the timing of these attempts.

E-checks may also be returned. Your payment authorization may initially be accepted, yet returned by your bank because of non-sufficient funds in your account (NSF) or because you have provided incorrect routing or bank account numbers, or if the account is not ACH equipped. If your payment is returned by the bank for any reason, your UCEAP student account will be assessed a Non-Sufficient Funds/Returned Item fee.

The first time a payment is returned, the fee will be \$25. If UCEAP receives any further returned items, the fee will be \$35. You will be assessed this fee regardless of the amount of the check or the reason it was returned.

You may be required to repay with a money order or a cashier's check.

#### Late Payment Fee

You must pay at least the Minimum Amount Due reflected on the Payment Vouchers to avoid late payment penalties. For the final Payment Voucher, the total amount due is located on your UCEAP student account in MyEAP. Late payment penalties in the amount of \$50 are assessed for each payment not received by the due date.



## Banking

### Ask your bank about using credit and ATM cards abroad

ATM cards provide a convenient way of getting cash, making deposits and transfers, and verifying account balances, although your current balance may not appear on foreign ATM receipts. Keep good records or arrange online access to monitor your bank account.

If you do not have one already, obtain an ATM card and a personal identification number (PIN) from your bank. Make sure the PIN can be used abroad.

Consider also taking at least one major credit card abroad. Credit cards are especially useful in medical or financial emergencies.

Discuss with your home bank and credit card company the following:

- Using the cards in your host country and the length of time you will be on UCEAP
- PIN requirements for using ATMs in your host country (e.g., number of digits required, numerical restrictions, etc.)
- Foreign banks that are affiliated with your home bank to determine the services you may use
- Fees and interest accrued for transactions conducted abroad

### Learn about using travelers checks and exchanging money

#### Travelers Checks

Follow the instructions provided with the travelers checks for safe transport and cashing options. A passport is usually required for identification when cashing travelers checks. In some locations, you will have difficulty cashing travelers checks. Check your Program Guide for more information about the accessibility and use of travelers checks in your host country.

#### Exchanging Money

Money can be exchanged at banks, foreign exchange offices, airports, hotels, some tourist information centers, and sometimes at travel agencies, depending on the country.

Banks generally offer better rates. Depending on the country, exchange rates at hotels, train stations, and tourist shops can be less favorable. A passport is required for exchanging money.

### Assign your power of attorney to a responsible party

You are strongly encouraged to arrange for a relative or other responsible party to have your power of attorney for the time you are abroad. This arrangement requires notarization, so it cannot be established once you are abroad.

The person assigned as your power of attorney can help with financial transactions. They will typically be empowered to:

- Make deposits and withdrawals in your U.S. bank account
- Write and sign your checks
- Endorse, cash, and deposit checks and drafts made out to you
- Pay your credit card and other bills
- Arrange for international money transfers
- Access your account statements
- Open and close other accounts in your name

You must make arrangements with your bank for a specific individual to have your power of attorney, and the accounts to be covered by the power of attorney *must* be specified. The designated individual will retain the power of attorney until you cancel it in writing.



## UCEAP Student Finance Contacts

### Help with financial questions and emergencies

UCEAP can assist you if you encounter financial problems while abroad. Contact your UC campus Financial Aid Office for clarification of awards or requests for additional aid.

In a financial emergency, Study Center staff can help you to communicate with the UCEAP Systemwide Office.

### Contacting Your UCEAP Finance Accountant

Each UCEAP program has a dedicated Finance Accountant. See the [UCEAP website](#) to contact your accountant. If you have not received a response in two business days, you can also contact Susan Asch-Luna, Student Finance Supervisor at [saschluna@eap.ucop.edu](mailto:saschluna@eap.ucop.edu), (805) 893-6156.