Billing Process

This is a step-by-step overview of the billing process for your study abroad semester/year. Note that you will receive TWO bills for each semester you spend on an approved off-campus program - one from Brandeis and one from your program. Details on what should be included in each bill can be found below.

If you receive any type of financial aid at Brandeis you should also carefully read the information on the Learning Content page "Taking Financial Aid Abroad".

1. **Pay your program deposit to the study abroad program/ institution that you will attend.** For most programs you will be asked to pay a deposit to confirm your participation. Programs/universities should apply the deposit against non-tuition charges, regardless of their published policy. You should follow up with your program to make sure the deposit is not applied to tuition.

2. **Inform Student Financial Services of any external scholarships** that you receive for study abroad, if applicable.

3. **Pay your Brandeis bill.** If you will be off campus in the Fall you will receive your Brandeis bill in July. If you are studying off campus in the Spring, you will receive your Brandeis bill in late November. For each semester you spend on an approved off-campus program, you will be billed by Brandeis for the following: Brandeis University Tuition and required student fees, and, if applicable, CISI Accident and Sickness Insurance. You must resolve your Brandeis bill before leaving for your off-campus program.

4. **Brandeis will pay the tuition charges to your off-campus program or institution** on your behalf. Brandeis University is billed for tuition by your off-campus study program or institution.

5. **Pay your off campus program/ university directly for any non-tuition charges** (room and board, excursion fees, group flights, etc.). If you are billed for your program's tuition, please remind your program that Brandeis will be paying the program tuition on your behalf and the program should bill Brandeis directly.

6. **Pay for all other off-campus related costs** (flights, visas, books, meals) as necessary.

Questions should be referred to the **Office of Student Financial Services**.

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