

Travel Policy for Graduate & Undergraduate Short-term Travel Courses (international and domestic)

In an effort to make travel courses more affordable for students, Lipscomb University offers a travel subsidy to offset travel costs incurred for short-term travel courses. This subsidy is only available when academic programs earn enough tuition from travel courses to make the subsidy feasible for the university.

Employees (including graduate assistants) and dependent students of employees who enroll in a short-term travel course and who use the employee tuition benefit or assistantship toward tuition charges will be billed for the full amount of the travel fee, will not qualify for the travel subsidy and will be responsible for any other fees associated with the course. The academic program, university office or athletic department cannot use other institutional funds or department budgets to cover the travel fee or any remaining tuition charges.

Employees (including graduate assistants) and dependent students may choose to decline the employee tuition benefit or assistantship and pay the full tuition charge if the travel subsidy is more financially advantageous to the student. Employees and dependent students must initiate a meeting with the Financial Aid Office to determine if the travel subsidy or the tuition discount or assistantship is most advantageous. For example, percentage based tuition discounts may result in less financial benefit to the student than the travel subsidy. And, in these cases, not using the employee tuition benefit is more advantageous. The Financial Aid Office staff will assist students in these situations to select the most financially advantageous option.

Students receiving a full tuition scholarship or waiver (e.g., Athlete, National Merit Finalist, Trustee, Yellow Ribbon, Veterans, etc.) will be billed for the full amount of the travel fee and will not qualify for the travel subsidy.

All other institutional aid may not be applied to short-term global learning courses, tuition, general student fees, travel fees or other expenses associated with the enrolled course(s). A student whose combined Lipscomb scholarships/grants equals or exceeds tuition is not eligible to apply the excess award toward the travel fee.

Student Receiving Full-ride Tuition Discount, Scholarships or Waivers (e.g., employee, employee's dependent, athlete, National Merit Finalist, Trustee, Yellow Ribbon, etc.):

Tuition	\$ XXXX
General Student Fee	XXXX
Less: Tuition Discount, assistantship or Payment	(XXXX)
Add: Travel Fee	XXXX
Less: Travel Subsidy (does not apply)	-0-
Balance Due from Student	<u><u>\$ XXXX</u></u>

Institutional or departmental budget funds should not be allocated to cover the travel fee.