

Undergraduate Study Abroad & Tuition Remission Step-by-Step Process



STEP 1: USD employee will need to file for tuition remission benefits by February 28th of each calendar year for the following academic year. The detailed application steps can be found on the Department of Human Resources' [Guide to Applying for Tuition Remission](#).

- Applicants will be notified with the results of their application status by the Department of Human Resources, usually by the end of April each year.

STEP 2: Once Tuition Remission has been approved by Human Resources, the USD student may be able to apply this benefit to the **tuition portion** of any of the following undergraduate study abroad programs:

- Intersession/Summer: Any faculty-led program run by the International Center
 - For a complete list of eligible short-term programs, please visit the [Undergraduate Study Abroad Short-Term Opportunities](#) webpage.
- Fall/Spring: Any semester program labeled as a “Tuition Remission Eligible Program” on the program’s Fact Sheet. All exchange programs are eligible as well as all “hybrid” programs, which include the USD Madrid, John Cabot University, and UC Cork.
 - For a complete list of eligible semester programs, please see the [Tuition Remission Policy website](#).
- *Please note:* Either the International Center or the study abroad partner often charge an application fee and program fee for study abroad participation, NEITHER of which are covered under the Tuition Remission benefit. For fees billed by USD, students are responsible for paying these fees no later than 10 days prior to the start of their program via their Student Account. For fees billed directly by the partner, students are responsible for paying these fees directly to the partner by the partner’s deadline.
 - For additional information, please visit the “Billing and Payments” section of the [Financing Study Abroad](#) website.

STEP 3: When the applicable study abroad program is accepting applications, the USD student may apply to the program by opening an application online.

- Applicants can review the “How to Apply” steps on the [Undergraduate Study Abroad Programs](#) webpage.
 - The application and enrollment processes will be the same for every student, regardless of whether or not they are Tuition Remission eligible.

STEP 4: Once the student has opened a study abroad application, it is recommended that they contact their Study Abroad Advisor to inform them that they are a Tuition Remission student. Although the online application might request this information, it is best to still inform the advisor.

- For a list of Study Abroad Advisors, please review the [International Center's directory](#).

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STEP 5: Once the student has completed the online application as well as all requested supplemental materials, their Study Abroad Advisor will review their application. In addition, their advisor will review their academic and conduct records to ensure the student meets the minimum requirements to study abroad. If all requirements are met, the International Center will enroll the student in their study abroad course and/or program.*

- *Please note:* Each program may have differing requirements. When applying, check the program's page for additional eligibility information.

STEP 6: Once enrolled in the study abroad course and/or program, the USD student's Student Account will be charged the applicable study abroad fees.

- Intersession/Summer: 1) application fee, 2) discounted tuition, and 3) program fee.
- Fall/Spring: 1) application fee, 2) current tuition rate for 12-18 units, and 3) program fee-if applicable.
- For additional information, please visit the "Billing and Payments" section of the [Financing Study Abroad](#) website.

STEP 7: As long as the student's financial aid award is finalized and the student is enrolled, the Tuition Remission benefit will post to his/ her USD Student Account no earlier than 10 days prior to the start of instruction for the study abroad program.

- Financial Aid, including scholarships, grants and loans awarded through USD's Office of Financial Aid, also will post to the student's account on this date provided that all applicable requirements have been met in time for this to occur (I.e. The awards have been accepted through the MySanDiego portal and any loan applications have been completed).
- USD students can review the "Financial Aid" section of the [Financing Study Abroad](#) website for further details, and should contact the [Office of Financial Aid](#) directly with all questions regarding financial aid and the disbursement of Tuition Remission benefits.
- As a reminder, USD students are required to pay the remaining balance of their study abroad charges no later than 10 days prior to the start of their program.

**Normally, tuition remission students may not enroll in Summer/Intersession courses until the first day of class because these sessions are approved on a space available basis only. The exception is if the student is applying to a study abroad program offered through the International Center.*