

Off-Campus Summer Program Budget		Year
<b>Program Title:</b>		
The following cost will be included in the per student course charge, based on the minimum target enrollment of 8 students. *Maximum enrollment: The normal ratio of program leader to student is 1 to 15.		
<b>PART I</b>	<b>Total Cost</b>	<b>Per Student</b>
<b>A. INSTRUCTOR/ASSISTANT EXPENSES</b>		
Transportation - air		
Transportation - rail		
Transportation - other		
Lodging		
Meals		
Cell Phone		
Compensation*		
Events: tickets, admissions, excursions, other		
Group Incidentals		
Personal Incidentals (\$250 domestic, \$350 international)		
Pre-Program Marketing		
<b>TOTAL Instructor Expenses</b>		
<b>B. DIRECT STUDENT EXPENSES</b>		
Transportation - air		
Transportation - rail		
Transportation - other		
Lodging		
Meals		
Institutional Costs		
Events: tickets, admissions, excursions, other		
Emergency/Contingency Funds		
Other (explain)		
<b>TOTAL Course Expense Billed by Rhodes (A+B)</b>		
<b>PART II</b>		
<b>ADDITIONAL STUDENT EXPENSES</b>	<b>Per Student</b>	
Spending money needed		
Books		
Other (explain)		
<b>TOTAL Expenses Not Billed</b>		
<b>Submitted by</b>	<b>Date</b>	
<b>Budgets will be reviewed and approved by the Accounting Office and the Vice President of Finance and Business Affairs.</b>		
<p>*Some programs may require more extensive assistance and supervision than others. Program assistants may be an employee of the College (faculty, staff, graduate assistant) or may be another authorized individual or spouse who is expected to travel and stay with the students throughout the course of the program. Compensation is to be built into the program budget and is generated by student fees paid for by the program. It is recommended that maximum stipends for faculty services per program are: Maximum stipends for faculty services per program are: \$1525 per week gross for 12 students or less; \$1850 per week gross for over 12 students. Program Assistant stipends are limited to \$1000.</p>		