

## **Check Request Form**

The Fund for Education Abroad (FEA) will pay your institution or study abroad program directly, when possible. Use this form to request direct payments for study abroad expenses, including:

- **Tuition**
- **School fees**
- **Study abroad program fees**
- **Exchange provider fees**

Some additional study abroad-related expenses may be reimbursed by FEA, if applicable. Use this form to request reimbursement for study abroad-related expenses, including:

- **Airfare**
- **Meal plan**
- **Books**
- **School supplies**
- **Local fees payable to your host institution**
- **Local transit passes**
- **Other study-related expenses such as additional language classes or extra-curricular course fees**

This form must be submitted with copies of invoices/receipts, either by scanning, forwarding a copy of the invoice e-mail, or taking a screen shot of the invoice. Use a [currency converter](#) to determine final amounts in USD.

FEA reserves the right to deny payment for non- approved expenses or expenses without adequate documentation.

**Fund for Education Abroad Check Request Form**

Request payment to school/program       Request reimbursement check to Scholar

**Scholar's Name:** \_\_\_\_\_

Date requested: \_\_\_\_\_ **PAYMENT DUE DATE:** \_\_\_\_\_

Make Payable to: \_\_\_\_\_

Mailing address for check (school or program address for direct payments, home address for scholar reimbursement):

\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_

Provide total costs in the table below, reflected on your bills or receipts. Then, in the spaces below the table, please provide the actual pay / reimbursement amount based on your scholarship award.

Receipt/Invoice number (if available)	Description of expense	Amount in foreign currency (if applicable)	Amount in US dollars
<b>Total</b>			

Actual amount to be paid to institution or program: \_\_\_\_\_

Actual amount to be reimbursed to scholar: \_\_\_\_\_

**Please allow 5-7 business days for processing.**