

UC Santa Barbara
Policies
Issuing Unit: Student Affairs

Policy 4445
Date: October 1, 1979

ADMINISTRATION OF
AGENCY FOR INTERNATIONAL DEVELOPMENT (AID) PROGRAM

I. REFERENCE:

- A. UCSB Policies Manual, Policy 4450, Agency for International Development (AID) Contracts.

II. POLICY:

The Dean of International Students has been delegated the authority to administer the AID program; responsibilities include:

- A. Preparing, prior to the beginning of each quarter, a list of those students expected to be enrolled under the program for the ensuing quarter. This list should be sent to the Accounting Office and to the Office of Research Development and Administration and should be amended by the Dean of International Students as appropriate.
- B. Verifying (before entering any information on the contract) that the international student has maintained the required University grade average.
- C. Verifying that all students are covered by a fully executed contract. If contracts do not arrive for certain students, the Dean is further responsible for:
1. Contacting the Office of Research Development and Administration to determine if the contract has been executed and is enroute.
 2. Contacting the appropriate agency office in Washington, D.C. to ascertain the reason for non-receipt of contract.
 3. Billing the student(s) for the outstanding registration fee(s); insuring that the due date for payment corresponds with the due date established for registration fee loans.
 4. Notifying the Business Services Office of any outstanding bills for fees, providing information on the circumstances, and requesting an exception to policy, allowing the student to re-enroll.

Please direct questions about these policies to Meta.Clow@vcadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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