

UC Santa Barbara  
Policies  
Issuing Unit: Student Affairs

Policy 4450

Date: October 1, 1979

AGENCY FOR  
INTERNATIONAL DEVELOPMENT (AID)  
CONTRACTS

I. PURPOSE AND SCOPE:

This procedure establishes the method by which tuition and related fees may be paid for international students under an AID contract.

II. REFERENCES:

None.

III. PROCEDURE:

Responsibility	Action
AID, Office of International Training	1. Prepare the Contract for Participant Training (Attachment A), estimating the UCSB fees, and send six copies to the UCSB Dean of International Students.
Dean of International Students	2. Verifies that the student has been admitted.  3. Reviews the AID fee estimate. If the estimates are inaccurate, the actual costs should be inserted in the appropriate boxes.
Contracts and Grant Officer	4. Sends the six copies of the contract to the UCSB Office of Research Development and Administration.
Contracts and Grant Officer	5. On behalf of The Regents, reviews and approves all contracts which state that the contract is subject to and governed by agency General Provisions.  6. Marks the appropriate box, agreeing to or rejecting the contract; signs the contract and prepares an appropriate transmittal letter:

- a. Retains one copy of the contract for files.
- b. Returns, with the original transmittal letter, the original and four copies of the contract to:

Department of State  
 Agency for International  
 Development  
 Office of International  
 Training  
 Washington, D.C. 20523  
 Attn: Programming Officer

- c. Distributes a copy of the transmittal letter to the Dean of International Students and Student Financial Services. The Accounting Office is to receive a copy of the transmittal letter, along with a copy of the contract.

- 7. Reviews the contract. If approved by UCSB, executes the contract on behalf of the Government and returns an originally signed copy to the Office of Research Development and Administration.

Office of Research  
 Development and Administration

- 8. Makes two duplicate copies of the signed contract and sends a copy to the Dean of International Students and a copy to Student Financial Services. If a graduate student is involved, a copy will also be sent to the Graduate Division. (The originally executed copy will be retained in the Office of Research Development and Administration) Refers billing forms to the Accounting Office.

Accounting Office

- 9. Prepares claim forms for AID.

Student Financial Services

- 10. Prepares fee offset in accordance with the contract.

- 11. Establishes record for consolidation; adjusts student's financial aid, if necessary.

- 12. Compares fee offsets with

contract copies and makes any adjustments as required to conform with current fee schedule (see Section 3, Changes in Tuition Fees, and Section 4, Conflicts between Contract and Catalog, in the General Provisions).

Dean of International  
Students

13. Assures compliance with the General Provisions, particularly Section 5, Transcripts, and Section 6, Withdrawal of Students

IV. ATTACHMENTS:

- A. AID Contract for International Training.
- B. General Provisions, Contract for Participant Training.

Please direct questions about these policies to [Meta.Clow@vadmin.ucsb.edu](mailto:Meta.Clow@vadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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