

2-10. Foreign Study/Off-Campus Internships.

a. Study Abroad/Foreign Study:

(1) The Cadet requesting Study Abroad/Foreign Study funds must submit a detailed proposal packet with the following information:

(a) Course overview, description, itinerary, and objectives. Information provided by university literature, website, or academic representative is highly encouraged.

(b) Language to be used while overseas.

(c) Academic major, grade point average, and transcripts.

(d) A letter of recommendation from the PMS that includes a brief summary of the Cadet's performance, plan to achieve PME requirements, and potential to meet other academic requirements.

(e) A brief statement from the Cadet explaining why he/she should be selected and a clear explanation of how the proposed course supports the Cadet's degree requirements, OR support the culture and language immersion for the Army.

(f) A cost comparison of a comparable course load at the university. Include all credit hours with a breakout for tuition, fees, and travel costs. Transportation costs will be paid over and above the comparable course load amount.

(g) 104R Academic Plan.

(h) Acknowledgment that airfare and travel expense costs above \$6000 are not reimbursable.

b. Additional Instructions:

(1) Roundtrip airfare (economy class only, no premium class) and travel expenses are not to exceed \$6000 per course. The Cadet is responsible for any other expenses above this limit. Travel expenses will be reasonable expenses associated with the trip, i.e. taxi to/from airport, POV mileage to/from airport (IAW DOD Mileage Rate), airport parking, foreign airport entry/exit fees.

(2) The room and board option may not be used while enrolled in this course. If this is a fall term, then the Cadet will be allowed the option to change his election once returned to campus via an email request from the battalion to atccps@usacc.army.mil.

(3) Reimbursement for the airfare and travel expenses will be listed and itemized on a separate document which will serve as an invoice. Reimbursement for air and travel expenses will be validated on the Scholarship Tracking Obligation Report as "Fees". Battalion will submit this listing along with invoices and/or paid receipts to the DCS, G4/8, Pay Operations Division for reimbursement.

c. The host university PMS must endorse the Cadet's request for a Study Abroad/Foreign Study course to be funded. Cadet Command G-2/7/9 and G-3 will review and approve proposals submitted by the PMS, twice annually.

(1) A February board convenes for summer and fall proposals.

(2) A September board convenes for spring proposals.

d. Cadet Command G-2/7/9 is responsible for reviewing the proposal and Cadet 104R (Cadet Academic Plan) to determine if an additional Active Duty Service Obligation (ADSO) is incurred. A Cadet incurs an additional ADSO of five months per each additional semester above four years and three months per each additional quarter. Additionally G-2/7/9 will review the cost comparable data provided in the proposal.

e. Cadet Command G-3 is responsible for reviewing the proposal to ensure it meets one, the intent of the culture and language program and two, Cadet training requirements, i.e. Professional Military Education (PME) and LDAC remain on track.

f. Documentation required for reimbursement (submit to G4/8)

(1) Tuition and fees

(a) Invoice to reimburse school

(b) Invoice and paid receipt if reimbursing cadet

(c) Validated Scholarship Tracking Report Obligated Tuition/Fee listing

(2) Travel expenses to include airfare, in country transportation, etc. Submit all paid receipts furnished by the cadet.