



CONCORDIA BILLING MEMO

This information is provided to explain the IE₃ billing process ONLY. To understand the cost of your program, please review your internship cost sheet (provided by your regional director) and direct any questions about your financial aid to the financial aid office on your home campus.

BILLING

An Overview

The IE₃ Global Internship program will charge your school the “**Amount due to IE₃**” listed on your cost sheet. The amount due to IE₃ includes the IE₃ program fee (including the \$250 deposit owed to IE₃) and any additional host organization charges listed on your cost sheet. **Your home campus will then charge you this amount by placing it on your school’s billing system.** Students registered for more than one term will be charged the program fee listed on your cost sheet for subsequent terms.

In addition to the IE₃ program fee, Concordia will charge a \$500 concurrent enrollment fee for each term of the internship. Students will be billed directly for this fee on their Concordia account at the start of each semester they are registered for the internship. **Regular Concordia tuition is waived for the terms of the internship.**

Account Policies

These are the policies regarding the internship cost billed through Concordia:

1. All financial aid and/or loan requirements must be completed **before** leaving for the internship, including but not limited to accepting all loans;
2. All FASFA requirements must be **completed and reviewed** by Concordia University; and
3. All tuition and fees not covered by financial aid or loans must be **paid prior to departure.**

Please contact Jeff Bendickson (jbendickson@cu-portland.edu) regarding payment processes at Concordia University.

FINANCIAL AID

Release of Aid

If you intend to use your financial aid to pay for the program fee, you must make all the necessary arrangements before you leave the country. In many cases, the financial aid funds will not be released until after your internship (or the new term) begins. Since you will begin incurring the costs of all your living expenses once you arrive in the country, it is important to plan ahead.

You should contact your IE₃ Campus Advisor Linda Rountree (lrountree@cu-portland.edu) and Rhoda Reseburg (RReseburg@cu-portland.edu) in your Financial Aid



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Office immediately to inquire about making appropriate plans. You or your Campus Advisor will need to provide the FAO with a copy of your internship cost sheet, please contact your FAO to begin this process.

REFUND POLICY

The following are the IE₃ refund terms and conditions to which all IE₃ interns have agreed by signing the Participation Agreement. Additional information regarding these terms was also provided in the Learning Agreement included in the IE₃ Application. If you should have any further questions regarding these policies, please contact your Regional Director.

IE₃ Refund Terms and Conditions

I agree to the following IE₃ Program Fee refund terms and conditions:

- When I submitted my application to my IE₃ Campus Advisor, my \$250 deposit became non-refundable in all circumstances **except** if I am denied placement by IE₃ Global Internships or by the host site.
- By signing this agreement, I am re-affirming my participation in the IE₃ Global Internship program and am now responsible for 50% of the program fee plus any additional incurred host site charges from this point forward in all circumstances (the \$250 deposit will be applied to this balance) **except** if I am denied final placement by IE₃ Global Internships or the host site.
- If I withdraw from the internship program **on or after** the official internship start date as shown on the letter of appointment, I will be responsible for 100% of the first term's program fee.
- If my appointment covers multiple terms and I decide not to complete one or more of the subsequent terms, I must notify IE₃ in writing at least 30 days prior to the start of that term. I will then be billed for 50% of the charges due for subsequent term(s). I will be billed 100% of the subsequent term's fees if notification of withdrawal is less than 30 days prior to the start of the additional term.
- I will notify IE₃ Global Internships in writing of my decision to withdraw from the program.
- I understand that additional refund terms and conditions apply to some IE₃ sites, and that individual position descriptions on the website include this information in the internship costs section. It is my responsibility to understand all costs to which I am committing myself.
- I am aware that if I withdraw after placement, costs already paid by IE₃ on my behalf may not be subject to refund. I understand that I will be responsible for bearing those costs, and that they will be added to my bill.