



CWU 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

Since the IE₃ administrative office is located on the Oregon State University (OSU) campus, the charge for your internship will be placed on the OSU student billing system. You will be charged the “**Amount due to IE₃**” listed on your cost sheet. This includes the IE₃ program fee and any additional host organization charges listed on your cost sheet, less the deposit that you paid. Students registered for more than one quarter will be charged for subsequent quarters as outlined on your cost sheet.

In addition to the IE₃ program fee, CWU will charge a \$500 ‘SAEP Service Fee’ for each quarter you are registered for the internship. The OSU bill will be mailed around the first week of the term here in Oregon to the billing address you provide us.

Regular CWU tuition is waived for each quarter of the internship.

The OSU bill will be mailed around the first week of the month for the months listed below to the billing address you provide us.

Your bill is due:

Summer Session:	July 31st
Fall Quarter:	October 31st
Winter Quarter:	January 31st
Spring Quarter:	April 30th

How to Pay

You may pay the OSU bill with a credit card by calling the OSU Student Accounts Office at (541) 737-3775. Tell whoever you reach that you are a CWU student on an international program billed through OSU and that Pam Roberts told you to call this number because you want to pay your bill with a credit card. You will be asked for your OSU account number (the 93x-xxx-xxx number on your OSU billing statement), so have that handy when you call.

You can also mail a payment with the billing statement to the following address (please include your OSU account number on the check):

OSU Business Office
PO Box 1086
Corvallis, OR 97339



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Account Policies

These are OSU's policies regarding student billing:

- 1) Any unpaid balance still on your account after the due date will be assessed a 1% interest charge each month.
- 2) You may pay your bill in monthly installments if you wish. Just be aware that you will be charged interest and that each term's installment should be paid in full before the next quarter's installment is due (if you are registered for more than one quarter). **Your bill must be paid in full no later than the end of your internship.**
- 3) Due to Federal privacy regulations, the OSU Business Office cannot discuss your account with anyone but you. However, there is a section in the Release of Information questionnaire you completed as part of the on-line application process where you can authorize International Programs to discuss your account with whomever you list. **Please be sure to complete this section, and list the names of your billing contacts.** Also, please communicate this information to your bill payer. Have them contact Pam Roberts (pam.roberts@oregonstate.edu or (541) 737-6466) if they have a question about your bill.

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.

First, you should contact your advisor in Study Abroad & Exchange Programs (SAEP) at CWU to make sure that s/he has received the budget for the internship you are applying for. SAEP will forward a budget for your program to the CWU Financial Aid Office. Your advisor can also give you information about applying for financial aid through CWU.

Your financial aid will be released directly to you (minus the \$500 per quarter SAEP Service Fee). You must make arrangements to have the funds deposited and pay the IE₃ program fee due to OSU.

IE₃ REFUND TERMS AND CONDITIONS

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



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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 quarter's program fee.
- If my appointment covers multiple quarters and I decide not to complete one or more of the subsequent quarters, I must notify IE₃ in writing at least 30 days prior to the start of that quarter. I will then be billed for 50% of the charges due for subsequent quarter(s). I will be billed 100% of the subsequent quarter's fees if notification of withdrawal is less than 30 days prior to the start of the additional quarter.
- 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.