



## EOU BILLING MEMO

*This information is provided to explain the IE<sub>3</sub> 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 IE<sub>3</sub> Administrative office is located on the OSU campus, the charge for your internship will be placed on the OSU student billing system. You will be charged the “**Amount due to IE<sub>3</sub>**” listed on your cost sheet. This includes the IE<sub>3</sub> program fee and any additional host organization charge listed on your cost sheet, less the deposit that you paid. Students registered for more than one term will be charged on a per credit basis for subsequent terms as outlined on your cost sheet.

**EOU does not charge a student handling fee for participating in an IE3 internship.**  
**Regular EOU tuition is waived for the terms of 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.

#### ***Your bill is due:***

Summer Term:	<b>July 31<sup>st</sup></b>
Fall Term:	<b>October 31<sup>st</sup></b>
Winter Term:	<b>January 31<sup>st</sup></b>
Spring Term:	<b>April 30<sup>th</sup></b>

#### **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 an EOU 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

#### **Account Policies**



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These are the policies regarding the internship cost bill through OSU:

- 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 term's installment is due, if you are registered for more than one term. **NOTE: Your program fee must be paid in full no later than the end of your internship.** If it is not, OSU may place a hold on your EOU registration and transcripts.
- 3) In compliance with Federal privacy laws, 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 in 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](mailto:pam.roberts@oregonstate.edu) or (541) 737-6466) if they have a question about your bill.

### FINANCIAL AID

#### **Release of Aid**

Your financial aid will first be applied to your EOU account to pay any outstanding balance on your account. Once your EOU account is cleared, Sandy Henry in the EOU Business Office will transfer the rest of your aid to OSU to be applied to your program bill. If your aid is greater than what you owe to OSU, Sandy will transfer only what you owe and release the remainder to your contact address or deposit it directly into your bank account. **(Please contact Sandy to give her authorization to transfer your aid to OSU.)** The aid transfer may take up to a few weeks after the start of the term, so tell your bill payer not to be alarmed if your aid is not reflected in the first OSU bill. Your aid will be applied by the time the second bill is mailed. If your aid will only cover part of your program fee, just pay the difference by the due date to avoid interest charges.

#### **Staff Rates**

Since you aren't paying regular tuition and fees to EOU, you cannot use staff rates and tuition/fee remissions for your internship cost. If you are unsure if your aid consists of a tuition/fee remission, please contact the EOU FAO.

Please contact the EOU FAO if you have questions about your aid (541-962-3550). Please contact Sandy Henry, (541-962-3515, [shenry@eou.edu](mailto:shenry@eou.edu)) if you have any questions regarding the aid transfer to OSU.

### IE<sub>3</sub> REFUND TERMS AND CONDITIONS



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The following are the IE<sub>3</sub> refund terms and conditions to which all IE<sub>3</sub> interns have agreed by signing the Participation Agreement. Additional information regarding these terms was also provided in the Learning Agreement included in the IE<sub>3</sub> Application. If you should have any further questions regarding these policies, please contact your Regional Director.

### **IE<sub>3</sub> Refund Terms and Conditions**

I agree to the following IE<sub>3</sub> Program Fee refund terms and conditions:

- When I submitted my application to my IE<sub>3</sub> Campus Advisor, my \$250 deposit became non-refundable in all circumstances **except** if I am denied placement by IE<sub>3</sub> Global Internships or by the host site.
- By signing this agreement, I am re-affirming my participation in the IE<sub>3</sub> 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 IE<sub>3</sub> 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 IE<sub>3</sub> 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 IE<sub>3</sub> Global Internships in writing of my decision to withdraw from the program.
- I understand that additional refund terms and conditions apply to some IE<sub>3</sub> 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 IE<sub>3</sub> 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.