



## CWU 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 administrative office for the IE<sub>3</sub> Global Internship program is located on the Oregon State University (OSU) campus, the charge for your internship will be placed on the OSU billing system. The “**Amount due to IE<sub>3</sub>**” listed on your cost sheet will be placed on the OSU billing system and you will receive a computerized statement from the OSU Business Office. The amount due to IE<sub>3</sub> 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 the program fee listed on your cost sheet for subsequent terms.

The OSU bill will be sent 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 either Rene Rhodaback at (541) 737-0640 or Kareem Anderson at (541) 737-9366 in the OSU Business Office. Tell her/him that you are a CWU student on an international program billed through OSU and you are calling because you want to pay your bill with a credit card. She/He will ask for your OSU account number (which will be on the OSU billing statement), so have that handy.

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**

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.



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- 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).
- 3) Due to Federal privacy regulations, the OSU Business Office cannot discuss your account with anyone but you. However, there is a section on the "Billing and Vacation Address Form" you complete with your acceptance packet paperwork 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**

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 (less any campus fees). You must make arrangements to have the funds deposited and pay any money due to OSU.**

### REFUND TERMS AND CONDITIONS

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.



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- 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.