



## PSU 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

You will be charged the “**Amount due to IE<sub>3</sub>**” listed on your cost sheet. 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 on a per credit basis for subsequent terms as outlined on your cost sheet. **In addition, PSU will charge you a \$350 registration fee for each term you are registered for your internship.** Both of these charges will be placed on your PSU account.

The bill will be mailed to the billing address that is currently on file with Portland State University.

#### Account Policies

These are the PSU’s billing policies:

- 1) Any charges still on your account after the due date will be assessed a late fee.
- 2) You may pay your bill in monthly installments if you wish. Just be aware that you will be charged a late fee and that each term’s installment should be paid in full before the next term’s installment is due.
- 3) You can pay your bill with a credit card via the PSU website.

### FINANCIAL AID

#### Release of Aid

Your financial aid will be applied to your PSU account at the start of the term here in Oregon. If your aid will only cover part of the program cost, you should pay the balance by the due date to avoid late charges. If your aid is greater than your program cost, you will receive a refund. If you do not have direct deposit set up with the Cashier’s Office, please do so immediately. It will save you time and worry while you are abroad.

If you have questions about your PSU financial aid, please contact Matthew Sagayaga in the PSU Financial Aid Office ([sagayagm@pdx.edu](mailto:sagayagm@pdx.edu)). If you have any questions regarding your PSU account, please contact Alyse Collins (503 725-8256, [ayc@pdx.edu](mailto:ayc@pdx.edu)) in the PSU Office of International Affairs.

#### Staff Rates

You will not be able to use WUE fee remissions or staff rates for your program cost.



### REFUND POLICY

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.