



## SOU 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 billing system. You will be charged the “**Amount due to IE<sub>3</sub>**” listed on your internship cost sheet. The amount due to IE<sub>3</sub> includes the IE<sub>3</sub> program fee listed on your cost sheet and any additional host organization charge, 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.

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>

**In addition to the IE<sub>3</sub> program fee, SOU will charge you a \$275 administrative fee.** This charge will be placed on your SOU student account at the start of each term you are registered for your internship, and you will receive a separate bill from SOU. Be sure to update your SOU billing address before you leave. You can do that and make a credit card payment on SISWeb.

#### **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 an SOU 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



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### Account Policies

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 internship charge must be paid in full no later than the end of your internship. If it is not, OSU will place a hold on your SOU registration and transcripts.
- 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

Your financial aid will first be applied to your SOU account to cover the administrative fee, plus any outstanding balance on your account. Once your SOU account is cleared, SuAnne Cleveland in the SOU Enrollment Services Center will transfer the rest of your aid to OSU to be applied to your program fee. If your aid is greater than what you owe to OSU, SuAnne will transfer only what you owe and release the remainder to your contact address or deposit it directly into your bank account (if you have selected direct deposit to your local bank on your Higher One account). 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. Please contact the SOU FAO if you have questions about your aid (541 552-6161). Please contact SuAnne Cleveland (541 552-6730, [clevelas@sou.edu](mailto:clevelas@sou.edu)) if you have any questions regarding the aid transfer to OSU.

### Staff Rates

Since you aren't paying regular tuition to the SOU, 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 SOU FAO.



### 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.