



WOU 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 OSU campus, the charge for your internship will be placed on the OSU billing system. You will be charged “**Amount due to IE₃**” listed on your cost sheet. The amount due to IE₃ includes the IE₃ 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.

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:	July 31st
Fall Term:	October 31st
Winter Term:	January 31st
Spring Term:	April 30th

In addition to the IE₃ program fee, WOU will charge a \$300 service fee each term you are registered for the internship. The registration fee will be placed on your WOU account and is due at the start of the term. You will receive a separate bill from WOU for this charge. Be sure to update your WOU billing address before you leave.

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 WOU 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



WOU BILLING MEMO

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 program fee must be paid in full no later than the end of your internship. If it is not, OSU will place a hold on your WOU 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 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 WOU account to cover the service fee, plus any outstanding balance on your account. Once your WOU account is cleared, Dona Vasas in the WOU Business Office 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, Dona will transfer only what you owe and release the remainder to your contact address or deposit it directly into your bank 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 WOU FAO if you have questions about your aid (503 838-8475). Please contact Dona Vasas (503 838-8171, vasasd@wou.edu) if you have any questions regarding the aid transfer to OSU.

Staff Rates

Since you aren't paying regular tuition and fees to WOU, 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 WOU FAO.



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 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 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 IE₃ 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 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.