



OSU 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

The charge for your IE₃ internship will be placed on your regular OSU account. You will be charged the “**Amount due to IE₃**” listed on your internship cost sheet, **plus a \$325 OSU registration and administration fee**. This 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. For multiple-term internships, the \$325 OSU registration and administration fee will be charged each additional term if you are registered for more than 3 credits. ***Please note: the \$50 OSU application fee you paid to OSU when you submitted with your [OSU online application](#) is not refundable under any circumstances.***

The charges will be placed on your OSU account shortly before the start of each OSU term and an email will be sent to your ONID account notifying you that your billing statement is available to be viewed on line at <http://mybill.oregonstate.edu>.
(NOTE: NO PAPER BILLING STATEMENT WILL BE MAILED.)

Your bill is due:

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

How to Pay

You can make a bank transfer via the on-line system, pay with a credit card via the web, or you can mail a payment to the following address (please include your OSU student ID number on your check):

OSU Business Office
PO Box 1086
Corvallis, OR 97339

Authorization

You can authorize someone else, such as your parents, to have access to your on-line account information by clicking on “authorized users” button in the on-line system and completing the required steps.



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Account Policies

The same policies regarding your account apply while you are overseas:

- 1) Any unpaid balance on your account after the due date will be assessed a 1% interest charge.
- 2) You may pay 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 account balance must be under \$2,200 AND must be clear of any charges from two or more terms ago, or you will not be allowed to register for the following term, even if you are still abroad.
- 3) In compliance with Federal privacy laws, the [OSU Business Affairs Office](#) cannot discuss your account with anyone but you. However, there is a section in the Release of Information questionnaire you completed as part of 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, and have them contact Pam Roberts, the billing coordinator, (pam.roberts@oregonstate.edu or (541) 737-6466) if they have a question about your bill.

FINANCIAL AID

Release of Aid

Your aid will be applied to your OSU account at the start of the term here in Oregon. It cannot be released any sooner due to federal regulations. Only the internship charges will be deducted from *federal* aid before a refund is issued. Any state based aid or private loans or scholarships (such as alternative loans) will be applied to your internship charge and any past due balance you may have before the aid is refunded.

Financial Aid Refunds

Direct deposit of financial aid refunds to your bank is now available. This option is strongly suggested, as you will have a quicker and easier access to your money. You may sign up for direct deposit via the [student online services](#). If you don't have direct deposit on file, a refund check will be issued and mailed to your current mailing address. ***It is your responsibility to update your current mailing address.***

Direct PLUS (parent) Loans

There are several steps in the PLUS loan application process. Simply accepting your aid award with a PLUS loan offered to you is only the first step. Your parents must complete the application form, submit the necessary financial documentation, and sign the promissory note. Make sure these steps are completed before you leave. For more details, [contact a financial aid advisor](#) at your home campus.



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Athletic Scholarships

Students with an athletic scholarship should contact their scholarship administrator in the OSU Athletics Department to discuss if Athletics will cover any portion of the IE3 bill and how those funds will be disbursed.

Staff Rates

Since you are not paying regular OSU tuition and fees (you are paying an administrative fee to the IE₃ office), you cannot use staff rates for your program cost.

Financial Aid Compliance ****IMPORTANT****

At the end of each term you are abroad you will most likely receive a letter from the OSU Financial Aid Office that states that you are out of compliance and your future aid is in jeopardy. This is a form letter that goes out to all financial aid students who don't have grades on the system at the end of the term. Your aid will continue to be released while you are registered for your internship for the academic year (provided, of course, that there aren't other issues with your financial aid eligibility that existed prior to your overseas program). However, at the end of spring term, your grades for your internship must be on the OSU system before any subsequent aid is released (your future aid is held, not canceled). This should not be a problem unless you plan on attending summer term and receiving OSU financial aid or if your internship is for spring and summer terms. In that case, be prepared for a delay in your summer term aid disbursement until your grades for the previous academic year have been processed. ***Of course, you must earn the required number of credits while you are abroad to maintain your financial aid eligibility.***

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 IE₃ 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.



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- 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.