



# FINANCIAL AGREEMENT

## PAYMENT

If my application for admission is accepted by IFE I understand that as a condition of my enrollment that I am financially responsible for any or all charges incurred including tuition, program, and collections fees (including reasonable legal fees).

Payment may be made by personal checks, money orders or bank checks, in either dollars or euros, or by credit card. IFE will furnish amounts in dollars upon request, based on current daily exchange rates.

A deposit of 300.00 EUR is due within ten days of acceptance to confirm enrollment. No documentation for obtaining a student visa may legally be issued before reception of this payment.

All other fees, including program fees, and housing costs if applicable, are to be paid within 30 days of date of invoice.

## THE IFE PROGRAM FEE COVERS

- Internship placement and follow-up
- Academic pre-session
- Semester-long seminar
- Faculty advisor for the semester
- Insurance covering students during courses and placement

## THE IFE PROGRAM FEE DOES NOT COVER

- Medical insurance
- Round-trip airfare from / to North America
- Books and printed materials for IFE courses
- Personal expenses
- Visa / Passport expenses
- Public transportation
- Housing

## REFUND POLICY

The IFE refund policy is based on the fact that IFE, in contrast to conventional academic programs, goes to work on the placement process immediately upon enrollment of a candidate and makes engagements of various sorts on behalf of enrolled students based on the assumption of participation.

### Therefore:

- The first payment after acceptance will be considered a non-refundable deposit, reserving a place in the IFE session to which the student has been admitted.
- Refund of the balance of program fees (payment due on July 10/January 15) is made according to the schedule below.
- Refunds beyond these dates are only considered for reasons of health or in the case of serious illness or death in the accepted candidate's immediate family.
- Requests for refunds must be made in writing, and documented by appropriate attestations (e.g. physician).
- Students obliged to withdraw before their program session begins for reasons of serious illness may request to have admission deferred to a subsequent semester.

## REFUND SCHEDULE FOR THE FIELD STUDY AND INTERNSHIP PROGRAM FEE

<b>Fall Session</b>	• Withdrawal on or after June 1st but before August 1st .....	50% of balance of fees
	• Withdrawal on or after August 1st .....	No refund
<b>Spring Session</b>	• Withdrawal on or after December 1st but before January 1st .....	50% of balance of fees
	• Withdrawal on or after January 1st .....	No refund

*No refund will be considered for any intern withdrawing from the program after it has begun.*

**I certify that I have read and agree to all financial requirements and refund policies as stated above.**

**Date**

**Signature**