

MEMBERSHIP DUES & FEE SCHEDULE FOR FY 2012-2013

2012-13

Institutional Membership Dues (payable annually)

<u>US Institutions</u> with less than 12,000 Students (FTE)	\$ 3,350
<u>US Institutions</u> with more than 12,000 Students (FTE)	\$ 3,350
<u>Institutions outside the United States</u> with no International-to-International Program	\$ 3,050
<u>Institutions outside the United States</u> with International-to-International Program	\$ 3,300
<u>Direct Members</u>	\$ 500
<u>Networking Members</u>	\$ 2,000

Consortia Dues

ISEP charges a fee based on the number of institutions designated to receive ISEP students to each consortium, which develops its own policy regarding assessment of these dues.

Basic membership dues for U.S. consortia lead institutions:	\$ 3,350
Basic membership dues for non-I-to-I international members serving as consortia lead institutions:	\$ 3,300
Basic membership dues for international institutions participating in I-to-I exchanges serving as consortia lead institutions:	\$ 3,050
Dues for each additional institution in the consortium receiving students:	\$ 1,000

Participant Placement Fees

I. Participant Placement Fee for reciprocal ISEP-Exchanges: \$ 375

Payable for each applicant nominated to ISEP by the contracting institution. An applicant is considered nominated when the application arrives in the ISEP office. This fee applies both to new applicants and to applicants who request a second placement after submitting the initial application. This fee is non-refundable, unless ISEP is unable to place an applicant in which case \$100 of this fee will be retained, and the balance of \$275 will be returned to the applicant.

II. Deposit for ISEP-Direct: \$375

A program deposit of \$375 is to be submitted with the application for students applying to ISEP-Direct programs. The full amount of the deposit will be applied to the program fee. This fee is non-refundable, unless ISEP is unable to place an applicant in which case \$100 of this fee will be retained, and the balance of \$275 will be returned to the applicant.

Students wishing to be considered for ISEP-Exchange as well as ISEP-Direct will submit the \$375 ISEP-Exchange placement fee. If they are placed on an ISEP-Direct program, the placement fee will become their program deposit, and will be applied to the program fee.

III. Global Engagement Programs: \$630

ISEP-Exchange candidates placed at either of the Global Engagement Program (GEP) sites in Costa Rica or Ghana will be charged a supplemental GEP fee to offset added services and benefits. This fee is in addition to the fee paid to their home institution to cover tuition, housing, and meals, and is due at the time of acceptance along with the returned PPAF. The GEP fee is \$630 for Ghana and \$590 for Costa Rica. For ISEP-Direct participants, these additional costs are included in the ISEP-Direct program fee. \$590

IV. Dual Program Fee: \$475

When a student requests two consecutive placements at different ISEP hosting institutions, the dual program fee of \$475 is due at the time of the initial application. This is a one-time fee covering both programs, and applies to students applying for consecutive placements at an ISEP-Exchange site, ISEP-Direct site, or a combination of the two. Students who accept both placements and then withdraw after the first semester will be liable for all unrecoverable costs incurred by the second semester host institution.

Placement Extension Fee

<u>ISEP-Exchange</u> : Extension from a semester to a full-year placement or from one year to the next:	\$ 100
<u>ISEP-Direct</u> : Extension from a semester to a full-year placement or from one year to the next (to be applied to total ISEP-Direct program fee):	\$ 100

Note: All fees are payable in US dollars by the contracting institution. ISEP's Board of Directors and the Council of Advisors review the fee schedule annually. Institutions are subject to new fees if and when they are increased even if an exchange imbalance exists in their favor.

Payment Method:

U.S. Students

The participant placement fee and/or ISEP Direct deposit should be submitted to ISEP with the application. Personal checks from students are acceptable; a fee of \$30 will be assessed for returned checks. Institutions may collect the fee from students and submit one check to cover all applications mailed at the same time (please list the names of students covered). In order to avoid delay, the institution may send proof of request for payment and an indication of the date by which a check will be mailed. Placements will not be made until fees have been received.

International Students

The nominating institution is responsible for payment of the application for each student nominated to ISEP. Invoices for fees are mailed in November, January and May. This fee may be assessed to the nominee by the nominating institution, but responsibility for payment remains with the institution. All fees are payable in US dollars.

November, 2011