

## SUMMER 2015 STIPEND POLICY SUMMARY

The Summer 2015 stipend figures are provided below. The figures are determined by CAPES and are non-negotiable.

IIE-ADMINISTERED STIPENDS			CAPES-ADMINISTERED STIPENDS	
Summer Meal Stipend	Summer Housing Stipend	Summer Travel & Relocation Stipend	Year-round General Stipend	High Cost City Stipend
Monthly	Monthly	One-time	Monthly	Monthly
\$300	\$270	\$1,604	\$300	\$400

**The IIE-administered Summer 2015 Stipends are meant to supplement the stipends students already receive directly from CAPES. Students are expected to use their CAPES stipends towards summer expenses as needed. IIE expects students to consider their total (IIE + CAPES) monthly income/stipends when budgeting for the Summer.**

### SUMMER STIPEND ELIGIBILITY

#### ELIGIBLE

- Students approved to participate in Academic Training or Summer Coursework in Summer 2015 are eligible to receive IIE-administered Summer stipends in Summer 2015 per the policies outlined in this document.

#### INELIGIBLE

- Students who return to Brazil after the Spring 2015 term and are not approved to participate in Academic Training or Summer Coursework in Summer 2015 are not eligible to receive IIE-administered Summer stipends in Summer 2015.
- The 2014 Graduate, 2015 March Long-term English, and 2015 June Short-term English cohorts are not eligible to receive IIE-administered Summer stipends in Summer 2015.

### SUMMER CALCULATION GUIDELINES

- Students continuing academic coursework in the Fall of 2015 are eligible for IIE-administered Summer stipends during the period between their host institution's official last day of Spring 2015 housing/meal plan and first day of Fall 2015 housing/meal plan.
- Students ending their program after Academic Training in Summer 2015 are eligible for IIE-administered Summer stipends during the period between their host institution's official last day of Spring 2015 housing/meal plan and last day of Academic Training.
- Students are eligible to receive IIE-administered Summer stipends during the entire periods outlined above. Any "gaps" between Spring housing/meals, Summer housing/meals, and Fall housing/meals (if applicable) are automatically factored into IIE's stipend calculations.
- IIE will calculate stipends by calendar month.
- Compensation or services provided to students by Academic Training providers do not affect stipend calculations.

- IIE collects the official last day of Spring housing/meal plan(s), first day of Fall housing /meal plan(s), and Academic Training/Summer Coursework dates. IIE collects this information through:
  - IIE-administered host institution surveys
  - IIE-administered student surveys
- Students are responsible for completing all forms and surveys sent to them by IIE. Failure to respond to IIE's requests in a timely manner will delay or prevent IIE from issuing a Summer stipend to the student(s). IIE cannot expedite distribution of a stipend due to a student's delay in responding to these requests.

### CHANGES TO STIPEND CALCULATION

- Students are responsible for reporting all changes that impact their Summer stipend calculation to their IIE Student Relations Officer, even if these changes occur after completing the Summer stipend survey and receiving an initial Summer stipend. IIE will report to CAPES all students discovered to be misrepresenting their Summer plans in the Summer stipend survey or failing to report significant changes that impact their Summer stipend calculation.
- Students will be required to return a Summer stipend within 10 business days if IIE receives university housing and/or meal plan invoices for the same period of time that the student reported needing a Summer stipend. Students returning funds may not deduct any fees associated with returning stipends to IIE.
- Students continuing their academic program in Fall 2015 must communicate to their IIE Student Relations Officer any changes or requests related to Summer stipend calculations by 8/31/2015.
- Students returning to Brazil after Summer 2015 must communicate to their IIE Student Relations Officer any changes or requests related to Summer stipend calculations at least one month prior to the end of their Summer activity.
- IIE will not revise or issue additional Summer stipends for changes/requests received after these deadlines.

### IIE-ADMINISTERED STIPEND POLICIES

#### SUMMER HOUSING

- Students can elect to either stay in university housing or receive the Summer housing stipend. Students may not select a combination of both options for the Summer.

- Students are responsible for following the proper checkout procedures when moving out of Spring and Summer housing. Failure to return keys, properly vacate belongings from the premises (e.g., using Spring housing to store belongings while residing in another residence during the Summer), or complete other required checkout actions mandated by the housing provider may result in additional charges. Students will be responsible for these charges.

## **SUMMER HOUSING: UNIVERSITY HOUSING**

- "University housing" is considered housing administered directly by a college/university that is invoiced directly to IIE.
- IIE strongly encourages students to find on-campus university housing for the Summer, especially if the housing is convenient for commuting to an Academic Training site or Summer classes.
- IIE will administer payment of invoices for Summer housing so long as the university can invoice IIE directly and does not require a rental contract or lease side letter. Students will not receive an IIE-administered Summer housing stipend if they choose to reside in university housing that is invoiced to IIE.
- Students must select standard rate, double-occupancy housing if available.
- Students are permitted to enroll in the minimum number of courses/credits(if any) required to be eligible for university housing.
- Students may extend Spring university housing or start Fall university housing early to avoid gaps between the Spring/Summer/Fall periods.
- Students who elect to stay in university housing from the Spring term and report any gaps in the university housing service will receive a one-time Summer housing gap stipend of \$270. The payment will cover all cumulative gaps in Summer housing, regardless of the number of days. Students are strongly encouraged to consider this policy prior to selecting housing which may have frequent or lengthy gaps in coverage.

## **SUMMER HOUSING: OFF-CAMPUS / NON-UNIVERSITY HOUSING**

- Students who do not select university housing must pay for their Summer housing directly using the Summer housing stipend; no additional funds will be provided.
- IIE discourages students from selecting off-campus/non-university housing (i.e., housing which is not university-managed, cannot be invoiced to IIE, and/or requires a rental contract or lease side letter).
- IIE will not issue new lease side letters for off-campus/non-university Summer housing and will not administer payment of these invoices.
- IIE cannot sign leases on behalf of students or act as a guarantor for off-campus/non-university housing. Students must arrange for and pay those costs directly using their stipend.
- The only exception to the off-campus/non-university housing policy is for students already living in off-campus/non-university housing in Spring 2015 who wish to remain in their current off-campus/non-university accommodations during the Summer. IIE will permit students to remain in their current accommodations so long as the cost can continue to be invoiced directly to IIE and the existing rental contract and lease side letter already apply to or can be extended to cover Summer 2015.

- IIE will not issue new lease side letters for Summer housing. Students retaining their off-campus/non-university housing from Spring 2015 to Summer 2015 are not eligible to receive the Summer housing stipend so long as IIE is administering payment of the students' housing.

## **SUMMER MEALS**

- Students can elect to enroll in a university meal plan or receive the Summer meal stipend. Students may not select a combination of both options for the Summer.
- Students who receive a Summer meal plan are not eligible to receive a Summer meal stipend during the period of time they have a meal plan. Therefore, students should contact their university in advance to determine what meal plans are available and carefully consider their meal plan selection. Students are advised to enroll in a Summer meal plan only if:
  - The meal plan is a mandatory requirement of university housing.
  - OR
  - The student confirms that the available meal plan provides 21 meals/week (an equivalent number of meals and/or dining dollars/points is acceptable) and the university dining hall hours are convenient to the student's schedule.
  - IIE will not supplement an inadequate meal plan with a Summer meal stipend.
- Students who elect to receive a university meal plan and report any gaps in the university meal plan service will receive a one-time Summer meal gap stipend of \$300. The payment will cover all cumulative gaps in the Summer meal plan, regardless of the number of days. Students are strongly encouraged to consider this policy prior to selecting a meal plan which may have frequent or lengthy gaps in coverage.
- Students may extend their Spring meal plan or start their Fall meal plan early to avoid gaps between Spring/Summer or Summer/Fall.

## **SUMMER TRAVEL & RELOCATION**

- Students who move 50 miles or more from their Spring site of activity to their Summer site of activity are eligible to receive a one-time Summer travel & relocation stipend to apply toward airfare, baggage fees, train tickets, and other travel/relocation costs. Students must arrange and pay for their travel and relocation costs using this stipend.
- Stipend eligibility will be calculated using the addresses of official Spring site of activity and Summer site of activity. The student's address of residence in Spring or Summer is not used to calculate eligibility.
- Students who move multiple times are not eligible to receive more than one Summer travel & relocation stipend.
- Students who have multiple Summer sites of activity are not eligible to receive the travel & relocation stipend unless their Spring site of activity is located 50 miles or more from at least one of the Summer sites of activity (e.g., a student who moves 30 miles from the Spring site to Summer site #1 and moves 35 miles from the Spring site to Summer site #2 does not qualify for the stipend; however, a student who moves 30 miles from the Spring site to Summer site #1 and moves 55 miles from the Spring site to Summer site #2 does qualify for the stipend).

## ADDITIONAL INFORMATION

- Stipends will be issued via electronic funds transfer (EFT).
- Students are responsible for keeping their bank account information accurate and up-to-date with IIE using the Bank Authorization (EFT) form located in the Materials section of the BSMP website:  
<http://www.iie.org/Programs/Brazil-Scientific-Mobility/Current-Students/Materials>.
- IIE cannot expedite distribution of a stipend due to a student's delay in submitting this form.
- Students are responsible for submitting a new EFT form immediately if they change bank accounts. IIE will not resend stipends to students if a stipend is sent to a closed or outdated bank account. Students are responsible for communicating and resolving the situation with their banks.
- Colleges/universities must send invoices directly to IIE at bswbpayment@iie.org for university housing and/or university Summer meal plans. This e-mail address is for university invoices only. Students should direct all questions and concerns to their IIE Student Relations Officer.
- Students are responsible for understanding and meeting the requirements for moving into university housing (e.g., if a housing deposit or payment must be made prior to the move-in date) and gaining admittance to university dining facilities (e.g., if payment must be made prior to accessing meals). Students who require such advance payments must indicate this in the IIE-administered student survey that will be provided once their Academic Training or Summer Coursework is approved by IIE. Please keep in mind that IIE requires a minimum of 30 days to process payments.
- IIE cannot administer payment of Summer housing invoices via credit card or electronic check. IIE also cannot log in to student accounts to make online payments.
- The BSMP Grant Policies will be enforced throughout the Summer term. Students will be held accountable for complying with these policies and should review the current version of the policies located in the Materials section of the BSMP website:  
<http://www.iie.org/Programs/Brazil-Scientific-Mobility/Current-Students/Materials>.