PARTICIPATION AGREEMENT

As mentioned in the letter of appointment, there are a few obligations that accompany participation in the IE3 Global Internship Program. Specifically, these are to:

- Participate fully in the internship to the best of your ability and complete any preparatory steps outlined by the IE3 program as a condition of participation.
- Complete academic credits during your internship as agreed upon with your home campus and department. Provide copies of all reports submitted as fulfillment of the academic requirements to IE3 Global Internships at the end of your internship.
- Fulfill the reporting requirements to IE3 Global Internships as outlined in the “Guidelines for Internship Evaluation and Final Reporting”.
- Participate in the pre-departure orientation seminar conducted by IE3 Global Internships on Saturday, March 1, 2008 at Oregon State University.
- Discuss any anticipated changes to your internship (dates, timing, etc.) with the regional director before making them.

I, (your name), hereby agree to abide by the program conditions as outlined above. I release IE3 Global Internships, the Oregon University System, and (your internship site name and location), from any liability for my welfare. I have truthfully completed all required forms and agree to be bound by the provisions therein. I have read and understood the program refund policy below. I recognize that I am now officially admitted to the IE3 Global Internships program and I am responsible for fulfilling my obligations to the internship site and the IE3 Global Internship Program, including full participation in the internship, submission of all required paperwork, and payment of the program fee.

☐ I authorize ☐ I do not authorize IE3 Global Internships to use my picture(s) or my likeness from photos submitted with my internship report or photos taken by IE3 Global Internships staff to be used for promotion of IE3 Global Internships and International Programs, demonstration of international activities, and/or teaching and recognition of academic achievement. I represent that I am knowingly and voluntarily executing this consent without compensation to myself.

(Your name)  Date

IE3 Global Internships Refund Policy

- Once IE3 Global Internships has sent an applicant's file to the host organization for consideration, the $250 deposit is no longer refundable unless the applicant is not placed in an internship. The deposit will be applied toward the balance of the program fee.
- Once IE3 receives a signed copy of this Participation Agreement from you, you are considered an active participant in the program and are responsible for paying the program fee. Should you choose to withdraw for any reason, you must advise IE3 in writing. Your deposit will not be refunded and you will be billed for the appropriate balance as determined by the criteria below.
- If the applicant withdraws from the internship after signing the participation agreement in the notification packet but prior to the official internship start date as shown on the letter of appointment, the applicant will be billed for 50% of the first term's program fee. If IE3 receives written notice of withdrawal from the internship program on or after the official internship start date as shown on the applicant's letter of appointment, the applicant will be billed for 100% of the program fee. If an applicant's appointment covers multiple terms and the applicant decides not to complete one or more of the subsequent terms, the applicant must notify IE3 in writing at least one month prior to the start of that term. The applicant will then receive a refund of 50% of the charges due for subsequent term(s).