

## Financial Policies for Brazil Scientific Mobility Program

### C) Tuition

- 1) **Maximum/Minimum Number of Credits:** You must take enough credits to ensure that you are a **full-time student**. For many universities, this means 12 to 15 credits. You are only approved to enroll in more than 15 credits if the following conditions are met:
  - a. There are no additional tuition costs (for example, 15 credits costs \$10,000.00 and 17 credits cost \$10,000.00 as well)
  - b. You have prior approval from [nsavot@iie.org](mailto:nsavot@iie.org) (please save the approval email)
- 2) **Additional Course Fees:** IIE will only pay for additional course fees if the course is related to your major/field of study. If you are taking a course that requires additional course fees and is **not related** to your major/field of study, IIE will not pay for these fees. You are responsible for the cost of these fees, or you must choose another course to take. IIE will **not** pay for course fees such as supplies and books.
- 3) **Dropped Courses:** Please choose classes carefully and speak to your advisor prior to enrolling in classes. You are only allowed to drop courses during the add/drop period and if there are no additional costs associated with dropping a course. Please consult with your University advisor for more details about this process. In order to drop a class, you must provide IIE with proof that your academic advisor gave you approval to take the class.
  - a. If you drop a course and there are additional costs as a result, you must follow the directions below in order for IIE to cover the costs. If you do not follow these directions, you will be **fully responsible** for these costs.
    - i. You must obtain email proof from your University advisor that you were approved by your advisor to take this course.
    - ii. You must email [nsavot@iie.org](mailto:nsavot@iie.org) to receive approval from IIE before dropping the course.
    - iii. You must forward the University advisor's email AND the approval from IIE as two attachments in your email to [bswbpayment@iie.org](mailto:bswbpayment@iie.org) for processing.
- 4) **Transcript Fees:** IIE will not pay for transcript fees. You are responsible for the costs of transcripts.