

# MFSE HANDBOOK FOR 2011-12

## Section 11 – MFSE Financial Information and Policies

### Application Deposit

MFSE shall collect a \$500.00 non-refundable deposit at the time of application. Students who apply and do not enter the program will forfeit their deposit. The application deposit will be used to make application to the schools selected at the time of application, if any, and to begin health insurance coverage, if required. Any remainder will be used to offset the first semester agency fee.

### Program Fees

MFSE program fees are due for payment prior to the beginning of each academic semester; by August 1 for the fall semester and by January 1 for the spring semester. The program fee covers the agency's operational expenses. For the 2011-12 academic year MFSE's program fee is \$1,500.00 per semester or \$3,000.00 for the academic year. A 10% discount shall be applied if both semesters are paid in full by August 1 (\$2,700.00 if paid in full by August 1).

### Hosting Fees

Hosting fees help host families defray the costs associated with hosting and are to be paid by the student directly to the student's host parents. Hosting fees should be paid upon the student's arrival through the remainder of the month the student arrives and, thereafter, are to be paid in full monthly increments on or about the first day of each month. Hosting fees for the 2011-12 academic year are tentatively scheduled at \$25.00/day for partial months or \$720.00/month. If it should become necessary to increase the hosting fee during the course of the year due to the extreme volatility in consumer prices in the United States, MFSE shall notify the student and his natural parents through 30-day advanced written notice.

### School Tuition

Tuition is generally due in full, for the entire academic-year, upon acceptance to the school you choose and should be paid no later than August 1. MFSE will provide the exact details about how tuition can be paid directly to the school through the agency's website or by invoice. Tuition varies greatly among the schools we serve; MFSE agrees to locate a school where tuition does not to exceed the maximum tuition indicated below.

Tuition expenses are subject to change at the discretion of the institution itself. Mutual Friends Student Exchange quotes tuition only as a guideline to approximate the costs of the various institutions we serve and cannot be responsible for fluctuations in actual price.

### Students with Exceptional Needs

Students with exceptional needs are either more difficult to place due to their behavior or habits or present a greater liability to host parents or the agency. These include students who have a history of breaking agency rules and students who are 18 years of age or older and wish to drive a car or use tobacco products. MFSE charges an additional per semester program fee of \$500.00 for students with exceptional needs.

### Additional Costs and Fees

Mutual Friends Student Exchange, Inc. shall, under the following circumstances, charge the following additional fees:

Late payment fee:	\$50.00 plus \$10.00/day
Early arrival/late departure fee:	\$200.00 plus hosting fees
Health insurance:	At cost
Student remains with host family over the summer:	\$500.00 plus hosting fees
Tutoring service fee:	\$40.00/hour
Additional transportation fee:	\$1.00/mile (car) or \$2.00/mile (van)
MFSE overseas agency	varies according to agency and services rendered
Unwarranted move fee:	\$500.00
Late request to move/switch schools:	\$500.00
Program Reinstatement:	\$1,000.00

Fees for ancillary services shall be invoiced to the student's agent or parents for payment within 30 days.

Agency fees are subject to change without further notice.

## The Personal Expenses of the Student

The student and/or his/her natural parents shall be responsible for the student's personal expenses and spending money. Money lending and borrowing is forbidden. Host parents are not to be expected to lend students money or cover ancillary expenses. Examples of personal expenses not included in the MFSE program fee include, but are not necessarily limited to:

- Phone calls
- Postage
- School supplies
- Activities
- Music lessons
- Tuition
- Uniforms
- Haircuts
- Eye glasses
- Class trips
- Books
- Medical expenses
- Clothing
- Insurance expenses
- Sports equipment
- Food when away from home
- Certain transportation needs
- School fees for sports, etc.
- Legal liabilities
- School application fees

## Additional Student Liabilities

Additionally, the student and/or his/her natural parents shall be responsible for:

- Any legal fees or fines acquired due to misbehavior or negligence
- Costs resulting from excessive property damage done by the student

## Program Fee Refund Policy

MFSE semesterly program fees shall be refunded as follows only if the student leaves early due to a family crisis or emergency. There shall be no refunds available when a student is dismissed from our program due to poor behavior or for any other reason. Tuition refunds are completely at the discretion of the school.

If the student departs on or before:	Refund:
September 30 or February 28	50%
October 31 or March 31	30%
November 30 or April 30	10%
After December 1 or May 1	No refund

## Payment of Program Fees and Incurred Expenses

All payments to Mutual Friends Student Exchange, Inc. are to be made in U.S. dollars. Payments should be made on time and for the full amount due, otherwise late or partial payments shall incur a \$50.00 plus \$10.00 per day late payment fee. Returned Checks shall incur a \$100.00 fee, plus late fees and the reimbursement of any expenses incurred by Mutual Friends Student Exchange, Inc. due to the returned check.

If Mutual Friends Student Exchange, Inc. engages the services of an attorney or collection agent the student and/or his/her natural parents will be liable for payment of the costs of the services engaged while attempting to collect monies owed to us.

Generally the best method for moving money to MFSE is through the wire transfer:

### Wire Transfer Information:

Name of institution:	Pennsylvania State Employees Credit Union (PSECU)
Address:	1 Credit Union Place, Harrisburg, PA 17110
Phone (wires):	717-234-8484 ext. 3868
Routing number:	231381116
Name of accountholder:	Mutual Friends Student Exchange, Inc.
Account number:	0453272577