

Financial Policies for Brazil Scientific Mobility Program

K) Housing

- 1) **On-Campus:** All on-campus housing options selected must be **double-occupancy rooms (shared rooms) with shared living accommodations at the standard-rate** offered at your University. Bathrooms and kitchens should be shared if you are living in a suite-style housing arrangement.
 - a. **Please note:** If there are no double-occupancy rooms available, you may live in a single room on-campus. However, you must provide proof via email from your University saying that there are no double-occupancy rooms available and receive approval from IIE before you are allowed to live in a single room.

- 2) **Single Rooms:** You are **NOT** allowed to live in a single room unless you fit one the exceptions below:
 - a. There are no more double-occupancy, shared rooms at the standard rate available at your University, and you are required to live in a single room. (If this is the case, you must provide email proof from your University stating that a single room is the only option available to you.)
 - b. You have an extreme circumstance that requires you to live in a single room and you have received approval from IIE to do so. Please email nsavot@iie.org if you fit this criterion.
 - c. You have received approval from IIE and have paid the extra housing charge BEFORE IIE is invoiced for your housing. In this case, you must obtain approval from IIE before you make the arrangement. Once you receive approval, you have to pay the extra fee and show documented proof via receipt and from your University saying that you have made the payment before IIE is invoiced.

- Please note:** If you live in a single room and you have not received approval from IIE, then **YOU ARE FULLY RESPONSIBLE** for the difference in cost from a standard, double occupancy, shared room.

- 3) If you would like premium housing options that deviate from IIE's standard housing requirements such as luxury apartments, duplexes, single bedrooms and so forth, **YOU** will be responsible for the extra housing charge. **You must pay for the difference in price from the standard room BEFORE the University or the company providing you with housing invoices IIE.**

- 4) **Off-Campus:** If on-campus housing is **not available**, inquire about the University's off-campus housing options. Please contact the Residential Office/Housing Office on campus to assist you with finding local accommodations. You may only live off-campus if your University provides documented proof that there are not on-campus housing options available.
 - a. The housing arrangement should be **fully furnished**, e.g. desk, desk chair, bed, and living room couch.
 - b. Students may reside in singles **ONLY** if double occupancy is not allowed and with IIE's approval.
 - c. IIE will **NOT** cover broker fees or any other fees related to the search of a housing arrangement.

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- 5) **Lease Agreements**: IIE will cover all housing deposits, utilities, and rent as required by the University or the facility providing you with the appropriate accommodations.
- a. **On-campus housing**: IIE will pay the University directly for your room upon receipt of an invoice from the University.
 - b. **Off-campus housing**: Please have the rental agency or management company send IIE a billing statement for the term or calendar year depending on the terms of your lease agreement. **Please note IIE will NOT make monthly payments on your behalf. It is important that the housing provider can invoice IIE PER TERM OR YEAR.**
 - i. Inform the rental agency or management company that **the lease agreement will be signed by the student, not IIE**. IIE's legal department can provide a legal document, the "Lease Side Letter", as a substitute for signing the lease. The Lease Side Letter states that IIE will make payment for rent, utilities, deposits and application fees on behalf of the students.
 - ii. IIE will **NOT** cover Renter's Insurance.
 - c. **Utilities**: It is important that the housing arrangement you choose includes utilities and internet. **IIE will not be able to pay for utilities and internet on a monthly basis**. Please request that the rental agency or management company includes the utility fees in their rental invoice.
- 6) **Premium (non-standard) Housing Arrangements**: If you would like premium housing options that deviate from IIE's standard housing requirements such as luxury apartments, duplexes, single bedrooms and so forth, **YOU** will be responsible for the extra housing charge. **You must pay for the difference in price from the standard room BEFORE the University or the company providing you with housing invoices IIE.**
- 7) **Maximum Limit for Rent**: There is no maximum amount for off-campus housing. However, you should be housed in the standard housing arrangement, shared room (single only if shared rooms are not possible) with shared living accommodations. IIE **WILL** double-check to ensure students have found living accommodations that are affordable (average price as compared to local rent charges) and not premium.
- 8) **Moving In**: As it is stated in your Terms of Appointment, **gap periods and the process of "settling in" should be covered by the \$1,300 stipend you received for this very purpose**. As a reminder, IIE cannot provide any funding to host families. Have your U.S. University assist you with arranging hotel stay or more cost-effective measures for visitors.
- 9) **Household Needs**: Expenses for living supplies, for example: linens, dishes, cleaning products, and toiletries, are to be paid for with your "settling in" stipend of \$1,300. IIE will not cover these expenses.

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- 10) Fines or Fees:** IIE will **NOT** cover any fine(s) or fee(s) for: damage to the property, lost keys, lost access cards, lock changes, etc. If you incur any fine(s) or fee(s) for the foregoing, you are responsible for covering those costs.
- 11) Transferring Rooms:** You are not allowed to transfer rooms unless you have an **URGENT** case. All non-urgent cases without sufficient support will be dismissed.
- a. If you choose to change to a premium housing arrangement and receive approval from IIE, you must pay the difference in the price of the room and show IIE proof of payment before you are allowed to move.
- 12) Housing Refunds:** If you have your housing paid up front for the academic semester, or year, and are moving away temporarily (i.e. for summer coursework at another institution or for Academic Training), it is your responsibility to seek out a possible refund directly from the housing provider (your US Institution or off-campus housing provider). The refund should be made payable to the “Institute of International Education” and mailed to the address below:

*Institute of International Education
ATTN: Finance-2nd Fl.
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New York, NY 10017-3580*