

Financial Policies for Brazil Scientific Mobility Program

J) Meals

- 1) **Meal Plan:** You should select the option that provides **21 meals/week**. If this is not an option, you are approved to purchase extra dining points to ensure 21 meals/week. If there are no options for 21 meals/week, you can choose the unlimited meal plan if your University offers it.
- 2) **Meal Plan Payment:** IIE **CANNOT** make payment for meal plans with a credit card or electronic check. Please request that dining services send IIE an invoice to IIE for your meal plan charge (preferably included with your semester charges).
 - a. **Please note:** Meal plans consisting of only campus cash are **not** allowed. Campus cash will only be provided to supplement the meal plan for students that do not have 21 meals/week (or equivalent in dining points). Make sure to contact IIE prior to adding dining points (or campus cash). **Failure to follow this procedure may render you fully responsible for the additional charges.**
- 3) **Additional Meals:** If your University does not provide a meal plan that will give you 21 meals/week, you must inform IIE immediately so that the proper adjustments can be made to ensure you will have enough meals during the semester.
 - a. **Please note:** IIE will not provide you with additional funds for meals to your meal plan account as the semester concludes. You must budget your meals carefully. The only time that IIE will adjust your meal plan is during the **first 30 days of your program start date as stated on your TOA**. You are responsible for choosing a proper meal plan and contacting IIE during the first 30 days if your meal plan will not provide you with 21 meals/week for the semester.
- 4) **Unspent dining points (or remaining balance on meal plan)-** Please note that the primary purpose of the meal plan (and additional dining points if you qualify to meet the 21 meals per week) is meant for meals. Any unspent meal plan funds should be refunded directly to IIE.
- 5) **Meal Plan for Off-Campus Residents:** If you are living off-campus, you are to enroll in an on-campus meal plan. IIE understands that living off-campus and eating on-campus might be difficult, but at this time, **meal plan stipends will not be provided.**
- 6) **Food Allergies:** If you have food allergies, you will need to inform your University official and provide IIE with a U.S. Physician's note stating this. Once you have provided the documentation for IIE, you are approved to have your University invoice IIE for a specialized meal plan that can accommodate your specific needs.