



ISEP Financial Policies

Effective August 2024

International Student Exchange Programs (“ISEP,” “we,” “us” and/or “our”) has prepared the following ISEP Financial Policies to describe our practices and help our customers understand how to pay ISEP fees and our payment timeline. This policy includes details such as when payments are expected, accepted payment methods, charges for late payments, and financial aid deferrals.

1. Payment Policies

Student Payments

ISEP Application Fees

- Students must pay the ISEP application fee in order to submit the ISEP application. (In some instances, this is paid to ISEP by your home university. If your home university confirms they will pay this on your behalf, please see the “University Pays” policies below.

ISEP Direct Program Deposit/ISEP Exchange Placement Acceptance Fee

- Students must pay the ISEP Direct program deposit or ISEP Exchange placement acceptance fee to complete their ISEP acceptance package. Students must complete their ISEP acceptance package within three weeks after the package is generated.

ISEP Direct Program Fees

- ISEP Direct program fees are due 30 days before the program start date listed in the ISEP acceptance package. If you plan to use financial aid to pay your program fees, please see the financial aid deferral policy below.

ISEP Health and Safety Program Fees

- ISEP’s Health & Safety fee is included in all ISEP Direct Program Fees. It includes medically necessary evacuation & repatriation coverage. For most ISEP Direct programs, it also includes health insurance coverage. [Please see ISEP’s Health & Safety Program page for more information.](#) Students who choose to purchase additional weeks of health insurance prior to or beyond their program dates through ISEP’s Health & Safety plan must pay for their additional insurance when completing their ISEP acceptance package.
- ISEP Exchange students must pay for their mandatory ISEP Health & Safety fee (which usually includes health insurance) no later than 45 days prior to their ISEP program start date, which is listed in the acceptance package. Please note, due to visa regulations, some students may need to pay for their ISEP Health & Safety fee earlier.



Invoice/Fee	Due Date
Application Fee	Due Immediately
ISEP Direct Program Deposit	3 weeks after acceptance package is generated
ISEP Direct Health & Safety Fee (if applicable)	3 weeks after acceptance package is generated
ISEP Direct Program Fee	30 days before program start/arrival date
ISEP Exchange Placement Acceptance Fee	3 weeks after acceptance package is generated
ISEP Exchange Health & Safety Fee	45 days before program start/arrival date

University Payments

The schedule below outlines when fees are due for home universities that choose to pay any student ISEP fees. Invoices for students on program during ISEP Semester 1 and Full Academic Year are due September 15. Invoices for students on program during ISEP Semester 2, Calendar Year and January Term are due February 1. Invoices for students on program during the ISEP Summer Semester are due July 1.

Semester	Due Date
Semester 1 (SM1), typically occurring between August - December & Full Year (FY), typically occurring between August - June	September 15
Semester 2 (SM2), typically occurring between January – June; Carry Over (January- December), and January Term (December – February)	February 1
Summer (SU), typically occurring between May - August	July 1

2. Financial Aid Deferral

A financial aid deferral is only available for those students enrolled in in a direct program from a home university in the United States that selects “student pays” for the ISEP Direct program fee.

To apply for financial aid deferral, students must submit a financial aid deferral form in the ISEP application portal, completed by the appropriate university officials at their home university. Financial aid deferral requests must be submitted at least 30 days before the program start date listed in the ISEP acceptance package. The form must be completed by the home university financial aid department no later than 20 days before the program start date. Payment(s) for approved financial aid deferral amounts are due 15 days after the financial aid disbursement date.



3. Late Fees for Student Payments

Effective for students going on program beginning January 2025 or later, overdue ISEP Direct program fees will incur a 1.5% late fee after 30 days. After 60 days, overdue payments will incur an additional 1.5% late fee of the original overdue balance. Please be aware that your academic transcript from your ISEP program will be withheld from your home university if your account is delinquent, as per our policy.

No late fees will be applied to approved financial aid deferral line items.

Late Fees for University Payments

Overdue university payments will incur a 1.5% late fee at 45 days overdue, and an additional 1.5% late fee of the original overdue balance at 90 days overdue.

Please be aware that student academic transcripts from ISEP programs will be withheld if your account is delinquent.

Payor	Invoice/Fee Type	Late Fee	Late Fee if balance remains unpaid
Student	ISEP Direct Program Fee	1.5% at 30 days past due	Additional 1.5% at 60 days past due
University	All student fees	1.5% at 45 days past due	Additional 1.5% at 90 days past due

4. Accepted Methods of Payment

Payment for program fees may be made by credit card, ACH, or wire transfers.

- Wire or electronic funds transfer must include invoice number(s). Please note that your banking institution may charge a fee per transaction for electronic transfers.
- If using a credit or debit card, a **2.9% + \$0.30** per transaction fee will be applied to all Direct program fee transactions. Please note that this fee is not a government fee, nor does it apply to other forms of payment.