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Educational Programs of

GLOBALINKS

# Direct Bill Form

If you are interested in a direct billing arrangement, we ask that you complete this form by providing us with the details of the billing contact for your university and selecting the billing plan. Billing plans are listed below. Upon receipt of this information by fax or mail, we will begin direct billing for your students.

**Please indicate type of action:**

- New
- Change

**Program billing statements and queries should be addressed to: (Please notify us of any changes)**

Contact Person: \_\_\_\_\_  
 Office/Department: \_\_\_\_\_  
 University: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Semester to begin:**

- Semester 1 (January/February) 20\_\_
- Semester 2 (May/July/September) 20\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Please allow 90 days prior to start of semester for any changes or cancellations to Direct Bill Plan.**

Signature: \_\_\_\_\_

Please select one of the **Direct Billing Plans** below:

- Plan A:** The Direct Bill University will pay program and housing fees, including housing deposits, on behalf of the student.
- Plan B:** The Direct Bill University will pay program fees. Globalinks will collect all housing fees, including housing deposits, from the student.
- Plan C:** The Direct Bill University will pay program and housing fees. Globalinks will collect housing deposits from the student.

**INVOICING:** Each Direct Bill University will be invoiced the full cost associated with the plan of their choice. An invoice for each student will be sent out approximately 45-60 days prior to students' departure. Payment is due within 30 days of receipt of the invoice. Please make all payments payable to **Globalinks**.

**PROGRAM CANCELLATIONS:** The Direct Bill University will be invoiced for the full cancellation fees that fall within the "60 days prior to" - "arrival at" the Globalinks Program Introduction start date. Cancellations that fall within the "more than 90 days" or "90 to 61 days" will be the responsibility of the Direct Bill student as well as any Deferment Fees - see attached Cancellation Policies.

**STUDENT PAYMENTS:** All Direct Bill students are required to make an initial payment of \$300 within 2 weeks of acceptance into the program. Direct Bill students on plan B with pre-arranged housing must make a 2<sup>nd</sup> payment of \$1,500. Any remaining balances that are the student's responsibility must be paid by the Final Payment deadline. Once all fees and obligations have been met by the student any remaining monies will be returned to the student – see attached Payment Schedule.

The direct billing program has been primarily created for students attending a semester or year study abroad program with AustraLearn, AsiaLearn or EuroLearn. However, if you would like us to direct bill for our shorter term programs, please specify which programs below:

- PDAC Internship Programs
- Summer Short Course Programs
- Leadership Program
- Gap Program
- AustraLearn Custom Internships
- J-Term Programs (January Short Courses)

Should you have any questions about this form or the billing procedures, please contact Danielle Bull at 1.800.980.0033 ext 116 or dbull@globalinksabroad.org