

# Virtual Summer Internships Guide



*Summer*  
*2021*

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## Dates and Deadlines

Start your enrollment	Early December
Enrollment opens	January 6
Information Sessions	January - March
Program is "confirmed" (once a program meets all requirements to run)	January - April
Last day to enroll for open programs	April 2
Cancellation Deadline – 50% ASA Fee (see <a href="#">Cancellation Policy</a> )	April 9
Cancellation Deadline – 100% ASA Fee (see <a href="#">Cancellation Policy</a> )	May 7
Course registration	Late April/Early May
Post-Enrollment Due	May 7
Pre-Departure Orientation	TBD
Liable for all program fees (see <a href="#">Cancellation Policy</a> )	June 15
All Virtual Summer Internships Fees Due	June 15
UC Davis transcript sent to other UC campuses (Other UC students only)	October

## 1. Policies and Procedures

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### Eligibility Requirements

To be eligible to participate in a Virtual Summer Internships program, you must meet the following requirements from the date of enrollment through the program end date:

- Be 18 years or older;
- Have completed 15 accredited college units; and
- Have a GPA of 2.0 or higher.

### Virtual Summer Internships Program Enrollment (January 6 – April 2, 2021)\*

To enroll in a Virtual Summer Internships program, you need to

- [Create a Study Abroad account](#).
- Fill out your profile with your programs of interest and personal information.
- Start gathering enrollment materials.
- Start your enrollment in early December
- Double check that your upload documents are correctly attached and your enrollment is complete.
- Starting on January 6<sup>th</sup>, complete all steps of the Enrollment section, pay your \$300 (non-refundable) deposit, and submit your enrollment. The last day to enroll for open programs is April 2<sup>nd</sup>.

### First-Completed, First-Reserved Policy

Programs fill on a first-completed, first-reserved basis. Study Abroad will review your completed information and assign your enrollment status (see options below) in order of receipt.

### Checking Your Enrollment Status

Log into your [Study Abroad account](#) to review your enrollment status. Below is an explanation of statuses.

- **In Progress:** You have started an enrollment but you have not fully submitted it.
- **Submitted:** You have started an enrollment and submitted it. Be sure you have also submitted your deposit or your enrollment will not be considered fully complete and will not be processed.
- **Submitted-Incomplete:** Your enrollment is incomplete. A spot in the program has **not** been saved for you. Contact Study Abroad to verify which documents are missing so you can submit them as soon as possible to reserve your spot in a program.
- **Enrolled-Conditional:** Study Abroad is holding a space for you in your chosen program but your enrollment is still being reviewed for one of the following reasons. You are still subject to the [cancellation policy and fee schedule](#).
  - **Academic Review:** Study Abroad may be contacting you if you do not meet the prerequisites for your program.
- **Enrolled:** You are fully enrolled in a Virtual Summer Internships program. You are being saved a spot in your program and are subject to the [cancellation policy and fee schedule](#). Check your email regularly to monitor program announcements, updates on the Pre-Departure Orientation, and program confirmation.
- **Waitlisted:** You have been waitlisted in your program. For additional information, see the Waitlist Status section below.
- **Waitlisted Enrolled Alternate:** You have been waitlisted for your first choice program and saved a spot in

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your second choice program. For additional information, see the Waitlist Status section below.

- **Withdrawn:** You have cancelled your enrollment in the program. Refer to [Cancellation Policy](#).
- **Not Approved:** You do not meet [eligibility requirements](#).

### ***Waitlist Status***

If your Enrollment is received after a program has filled, we will put your name on a waitlist. You will receive an email explaining your options of enrolling in an alternate program. Your waitlist number will be available in your Study Abroad account.

If a space opens up for you, we will contact you to confirm that you still want to enroll in the program. You will have two (2) business days to accept your spot before Study Abroad moves to the next person on the waitlist.

If you have made other plans for your summer but are still on the waitlist, please email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) and ask to be removed from the waitlist. Study Abroad will refund your deposit if you do not accept a spot in the program and you are not already enrolled in an alternate program.

### ***How long can I remain on the waitlist?***

If you are not enrolled in an alternate program you can remain on the waitlist until May 7, 2021. After that date you will be removed from the waitlist and your deposit will be refunded.

### ***How will I know if I get a spot?***

If a space opens up for you, Study Abroad will contact you to confirm that you still want to enroll in the program. You will have two (2) business days to respond before Study Abroad moves to the next person on the waitlist. If you have made other plans for your summer but are still on the waitlist, please email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) and ask to be removed from the waitlist. Study Abroad will refund your deposit if you do not accept a spot in the program and you are not already enrolled in an alternate program.

### ***How likely is it that a space will open on the waitlist for my program of interest?***

Study Abroad does not know in advance when and if a space will open up for those on the waitlist. There is no trend that could help us predict how many, if any, students will cancel their enrollment in a particular Virtual Summer Internship program. Sometimes waitlisted students transfer their enrollment to an alternate open program. You may want to discuss this option with Study Abroad while space is still available in alternate programs.

### ***Can I enroll in an alternate program and remain on a waitlist?***

Yes, when completing your enrollment online, you will be asked, "Would you like to choose a second choice alternate program?" If so, you will then "Select the Backup Virtual Summer Internships program you are applying for." If you do not receive a spot in your first choice program, you will be waitlisted in your first choice program and saved a spot in your alternate if there is space available. If you have already submitted your enrollment, please contact Study Abroad to select an alternate program. You may only select an alternate program that is the same program type.

**You are subject to Virtual Summer Internships cancellation policies and deadlines when you enroll in an alternate program, so only enroll if you are serious. You will have the option of moving to the waitlisted program from your alternate if a space becomes available by April 9, 2021. After April 9, 2021 participants enrolled in an alternate program will be removed from all waitlists.**

## Checking the Status of your Program

- **Confirmed:** The program meets all requirements to run. Instructions about preparing for your internship will be sent to the program listserv.

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- **Unconfirmed:** The program has not yet met all requirements to run. You will receive a “program confirmation” email when your program is confirmed.

You can check a program’s status on all program web pages under “Announcements.” Program statuses are updated as soon as possible and are not guaranteed.

- **Scheduled:** The program is scheduled for the upcoming summer.
- **Open:** The program still has space available and is accepting enrollments.
- **Open – Limited Space Available!** The program has ten or fewer spots available.
- **Full – Waitlist Open:** The program is full but waitlist space may be available.
- **Confirmed:** The program has been confirmed. This status will be used in combination with “Open” or “Limited Space Available!” statuses. Once the program has been confirmed, you will receive additional information via email regarding details of the program.
- **Cancelled:** The program has been cancelled due to low enrollment or other reasons that make continuation of a program difficult.

### Participation Policies and Study Abroad Participant Contract

Upon enrollment in a Virtual Summer Internships program, you will agree to certain terms and conditions. These terms are defined in the Study Abroad Participant Contract that you agree to while completing your enrollment. **Before you enroll, make sure you read this contract thoroughly and understand what is required of you as a participant in a Virtual Summer Internships program.** If you have questions about this contract, please contact Study Abroad for a clarification of the terms.

**IMPORTANT NOTE:** Violation of the Study Abroad Participant Contract may result in your exclusion from a portion of the program (classes and/or activities) or your removal from the entire program. Violations will be reported to the UC Davis Office of Student Support & Judicial Affairs. Students from other campuses will have a report sent to their home campus. The UC Davis Office of Student Support & Judicial Affairs may impose disciplinary action. **Refunds are not given if you are excluded or removed from a program.**

### Student Cancellation/Withdrawal

Please do not submit your enrollment if you do not intend to participate in a Virtual Summer Internships program. The cancellation policy and deadlines outlined below applies to *all* students, including those planning to use financial aid.

If you need to cancel from a Virtual Summer Internships program, ***you must sign and complete an official Cancellation Form.*** Please email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) for further instructions.

Cancellations/Withdrawals are effective the date the official Cancellation Form is submitted, NOT the date the form is requested. If a student fails to officially cancel from the program, they will be charged all program fees. There are no refunds for non-attendance.

All cancellations are subject to the Cancellation Policy and Deadlines (below). Note: The cancellation policy is on the website, Program Specific Guide, and Study Abroad Participant Contract.

#### ***Virtual Summer Internships Cancellation Policy and Deadlines:***

- **The \$300 deposit is NOT refundable under any circumstance.**
- **April 10 – May 7, 2021:** If you cancel from April 10 through May 7 you will be charged and liable for:
  - \$300 non-refundable deposit
  - 50% of the Accommodations and Services Abroad Fee (amount varies by program; often thousands of dollars). The fee for your program is listed under “Cost” on the program’s web page.
- **May 8 – June 14, 2021:** If you cancel from May 8 through June 14 you will be charged and liable for:

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- \$300 non-refundable deposit
- 100% of the Accommodations and Services Abroad Fee (amount varies by program; often thousands of dollars). The fee for your program is listed under “Cost” on the program’s web page.
- **June 15, 2021 (and after):** If you cancel on or after June 15, you are liable for **ALL** program fees:
  - \$300 non-refundable deposit
  - 100% of the Accommodations and Services Abroad Fee (amount varies by program; often thousands of dollars)
  - Course Fee\*
  - UC Davis Summer Campus Fee\*

Fee	If Cancellation/Withdrawal Form Is Received		
	April 10 through May 7, 2021	May 8 through June 14, 2021	On or after June 15, 2021
Virtual Summer Internships Deposit	100% Charged / Not Refunded	100% Charged / Not Refunded	100% Charged / Not Refunded
Accommodations and Services Abroad Fee (varies by program)	50% Charged / Not Refunded	100% Charged / Not Refunded	100% Charged / Not Refunded
Course Fee*	100% Refund	100% Refund	100% Charged / Not Refunded
UC Davis Summer Campus Fee*:	100% Refund	100% Refund	100% Charged / Not Refunded

\*Estimated—Subject to Regental, legislative, gubernatorial and/or campus action and may change without notice.

### ***Withdrawal from Virtual Summer Internships Program***

To withdraw from the program while it is in progress, fill out and submit the official Cancellation Form (email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) for further instructions). **There are NO refunds for withdrawals or dismissals from a program under any circumstances.**

**IMPORTANT NOTE:** Non-attendance or non-payment is NOT a form of cancellation. There are no refunds for non-attendance or non-payment. You will still be liable for all fees according to the cancellation schedule and will not be reimbursed for any personal expenses relating to the program.

### **Cancellation of a Program by Study Abroad**

Study Abroad may cancel a program due to low enrollment or other reasons that make continuation of a program difficult. If your program is cancelled, you will have the option of transferring to another open program or cancelling your enrollment in Virtual Summer Internships.

Your \$300 deposit will be refunded if Study Abroad cancels your program and you choose not to participate in an alternate offering.

### **Administrative Withdrawal**

Failure to adhere to any contract policies, meet any academic requirements, submit required documents, or attend mandatory meetings could result in Administrative Withdrawal. **If you are Administratively Withdrawn, you will remain liable for fees according to the cancellation schedule.**

### **Current Student Information**

For communication purposes it is absolutely imperative that UC Davis Study Abroad has both your current campus and permanent mailing address, as well as your telephone number on file. Please keep this, and other personal information, up to date in your Study Abroad account. You must also check your UC Davis email address regularly

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to be sure you do not miss any important information sent by Study Abroad (if you are a student from another campus you must check both your home campus email and your UC Davis email once it is created).

### Academic Information

#### Grades

The Course Registration Numbers (CRNs) for the courses you will take on a Virtual Summer Internships program will be in your Study Abroad account prior to registration for Summer Special Session. Students will register for their Virtual Summer Internships courses through Schedule Builder.

Grades from your Virtual Summer Internships program become part of your academic record at UC Davis and appear on your official transcript. All grades reported to the UC Davis Office of the University Registrar are considered permanent and final. A grade may not be changed except to correct a clerical or procedural error. No grade may be revised by re-examination or by completing additional work. A student who believes that nonacademic criteria have been used in determining a grade may have grounds for appeal. Non-academic criteria means criteria not directly reflective of academic performance and includes discrimination on political grounds, or for reasons of race, religion, gender, sexual orientation, ethnic origin, or nationality. For further assistance, speak with the Faculty Leader.

**Non-UC Davis Students:** The UC Davis Office of the University Registrar will automatically send your UC Davis transcript to your home campus after the end of your Virtual Summer Internships program (sometime in October). Your home campus Registrar's Office will add these units to your home campus transcript.

- **Pass/No Pass (P/NP):** *You may change the grading option for the core course from a letter grade to P/NP in Schedule Builder by the halfway date of your program (ex: by the end of the 15<sup>th</sup> day of a 30-day program).* Study Abroad will NOT accept late requests to change the graded course to P/NP beyond the stated deadline, as the change must be made in Schedule Builder by that date. Keep in mind that choosing P/NP for the core course may prevent you from receiving major, minor, or GE credit for your work. If you change the graded course to P/NP, please let your instructor know. Please email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) if you have any questions about the deadline for changing a graded course to P/NP.
- **Incomplete:** Incomplete (I) grades are possible only in extreme circumstances and only with the approval of the Faculty Leader.
- **No Grade:** A No Grade (NG) at the time of final grades will be changed to an "F" grade (or NP or U as appropriate) one year after the end of the academic term in which the course was taken.
- **Plus/Minus Grades:** Plus/Minus grades may be reported for coursework completed on Virtual Summer Internships programs.

## 2. Fees, Payments & Financial Aid

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### Virtual Summer Internships Fees

Fees include the Course Fee, UC Davis Summer Campus Fee, and Accommodations and Services Abroad Fee. **All fees are subject to change without notice.**

#### Course Fee\*

The Course Fee includes your tuition and classroom costs. Actual charges will be posted in the cost section of each program page when available.

UC students who are graduating in Spring Quarter will be charged Non-UC fees unless they defer their graduation. In many cases, these students can walk in the graduation ceremonies in June, but file for the September graduation date. Students should check with their college dean's office for filing deadlines. You are a UC student if you are enrolled at any of the University of California main campuses and will be a continuing student in the fall: UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC San Diego, UC San Francisco, UC



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Santa Barbara, and UC Santa Cruz. If you are an incoming student (undergraduate or graduate) admitted to UC Davis for all, please contact [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu).

\*This fee is subject to Regental, legislative, and gubernatorial action and may change without notice. Advance notice of fee change will not be given.

### ***UC Davis Summer Campus Fee\****

The UC Davis Summer Campus Fee covers the following services and initiatives: Student Services, Memorial Union, Student Health and Counseling Services, Unitrans, Mondavi Center, Recreation, Student Facilities Fee, Facilities and Campus Enhancement Initiative and Campus Expansion Initiative. The Provost has directed that all registered students must pay all elements of the campus fee with the exception of UC Davis employees who are also registered students. This directive is consistent with the language included in the referenda for campus-based fees, including the summer campus fee, voted upon by the students. With a UC Davis Student ID card, Virtual Summer Internships students have access to the student services listed above during the entire special summer session period (mid-June – early September). UC Davis students may get a UC Davis Student ID card (Aggie Card) at the Aggie Card Office, 253 Memorial Union.

\*This fee is subject to campus action and may change without notice.

### ***Accommodations and Services Abroad Fee (varies)***

The Accommodations and Services Abroad Fee varies for each program, and includes (but is not limited to) services provided by the program partner. The \$300 non-refundable deposit goes toward this fee.

Please refer to the [program web pages](#) for a specific list of what is included and not included and not included in your fees.

## **Fee Payment**

Study Abroad has an incremental billing schedule. (Note: the billing schedule is not the same as the [cancellation schedule](#).)

### **All fees are due June 15, 2021.**

- Due upon enrollment in a program: the \$300 non-refundable deposit, paid by credit card online.
- Billing Period April 19 - June 14, 2021
  - Accommodations and Services Abroad Fee
    - Billed to student's account in April/May
  - Course Fee
    - Billed to student's account in May
  - UC Davis Summer Campus Fee
    - Billed to student's account in May

### **Fee Payment for Non-UC Davis Financial Aid Recipients**

Financial aid for your Virtual Summer Internships program would come from your home campus. Students should consult with their home institution about financial aid eligibility and timelines.

Since many campuses do not distribute financial aid until after Virtual Summer Internships program fees are due, **non-UC Davis students are expected to pay fees within five (5) business days of their financial aid being disbursed.** It is your responsibility to apply for Summer Aid at your home campus. *Please note that you are liable for all fees regardless of the amount of your final disbursement.* The \$300 non-refundable deposit does not apply here. All students are held liable for fees according to the [cancellation policy](#), as stated in the Study Abroad Participant Contract.

### ***Making Payments***

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*Note: Registration bills and/or statements are NOT mailed. Each student is responsible for using MyBill for checking and maintaining their own online account balance.*

### How to Log into MyBill

- Go to [MyBill](#)

#### Students:

- Log in using your Login ID and Kerberos passphrase.
- Once logged in, students can designate an authorized user (ex: parent) to access their account information and make payments on their behalf.  
(My Account → Authorized Users → Add Authorized User)

#### Authorized users:

- If you have been designated as an authorized user, log in using your email address and password.

### Paying Online

- Log into [MyBill](#) (see instructions above)
- Click on “Make a Payment”
- Click on “Pay”
- Select payment option and proceed with the payment
- **Note:** Payments can be made from your checking account or credit card. Credit Card payments are accepted through MyBill only and a 2.85% service fee (a minimum fee of \$3) will apply to all credit card payments. The fee is non-refundable and processed through a third-party: TouchNet PayPath.

### Paying by Mail

Make the check or money order payable to UC Regents, include the student's UC Davis Student ID number on the check and send to:

#### Mailing Address for USPS:

Cashier & Payment Solutions Office  
University of California  
PO Box 989062  
West Sacramento, California 95798-9062

#### Send UPS/FedEx To:

Cashier & Payment Solutions Office  
1200 Dutton Hall  
One Shields Ave  
Davis, California 95616

**Note:** All Virtual Summer Internships students have a UC Davis Student ID number regardless of their home campus. Your 9-digit UC Davis Student ID number is available via your Study Abroad account.

### Paying in Person

Please take your payment to the Cashier’s Office in Dutton Hall. Payments can be made by check or money order, payable to UC Regents.

Questions or comments can be directed to [myaccount@ucdavis.edu](mailto:myaccount@ucdavis.edu).

### Changes in Fees

All program fees are subject to change based on decisions of the Regents of the University of California, UC Davis, or UC Davis Study Abroad. If fees are adjusted, students will be notified immediately of the adjustment and the new balance due.

### Financial Obligation

Students are responsible for all bills incurred on their Virtual Summer Internships program. Failure to resolve any outstanding bills may compromise the student's standing with UC Davis.

### California Veterans Fee Waiver

Continuing UC students eligible for a California Veterans Fee Waiver can have the Course Fee waived. If you are eligible for this waiver, please send a copy of your current award letter for the academic year to Study Abroad at [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu), with your Social Security Number redacted.

### Financial Aid for UC Davis Students

Financial aid may be available for UC Davis students from the UC Davis Financial Aid Office. To qualify, students must have a FAFSA or Dream Act Application on file for the 2020-2021 academic year and must register for six (6) or more summer units during Summer Special Session.

More information and an estimator (available by January) can be found on the [UC Davis Financial Aid and Scholarships website](#).

While you may be eligible for financial aid for Virtual Summer Internships, in general you should not expect your aid package to be the same as during the academic year. For example, summer aid is likely to include a higher portion of student loans, which is dependent upon the total amount of loans you have already accepted during the academic year and the maximum amount allowed.

As explained below, some of the procedures for applying for summer aid are different from those for the academic year, and they will differ if you are a UC Davis student or from another institution.

A ***budgeting worksheet*** is provided to you on the Study Abroad website to help you budget and anticipate your financial needs.

#### ***How much aid is available for UC Davis students?***

The UC Davis Financial Aid and Scholarships Office posts the [Summer Aid Estimator](#) by January. You may use the estimator to calculate the potential aid available for your selected program. Study Abroad will send a link to the Summer Aid Estimator to UC Davis participants when it is ready. **You are responsible for making sure you can pay for your program before you enroll.** As soon as you know which program(s) that you are interested in, speak to a Financial Aid representative with the estimated program budget (found on the website) to get an estimate of your expected available aid.

#### ***Maintaining Financial Aid Eligibility***

Students receiving financial aid for Virtual Summer Internships are reminded of the following program requirements to retain financial aid eligibility for Virtual Summer Internships:

- **Unit Requirement:** To be eligible for summer aid at UC Davis, you must be enrolled in a minimum of six (6) quarter units during Summer Special Session. Aid will be subject to cancellation if you drop below six (6) quarter units.
- **Cancellation/Withdrawal:** If you receive financial aid and subsequently cancel or withdraw from the program, you may be required to return financial aid funds received. Return of Title IV funds received is

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based on published schedules and the date you officially withdrew or cancelled your registration. If you cancel or withdraw, notify the Financial Aid Office immediately.

### ***Direct Deposit for Financial Aid Disbursement***

Any financial aid funds remaining after payment of fees on your account may be issued after your program start date; therefore it is very important that you **sign up for Direct Deposit of aid disbursements**. UC Davis students can sign-up for this service online at <http://directdeposit.ucdavis.edu>, using their UC Davis Login ID and Kerberos passphrase. Be sure to include your UC Davis email address so that you will receive notifications of your deposit.

If you have questions regarding this service, contact [myaccount@ucdavis.edu](mailto:myaccount@ucdavis.edu) or call (530) 752-3646.

## Financial Aid for Non-UC Davis Students

### ***Other UC Students***

All Virtual Summer Internships students interested in summer aid must apply for aid at their home campus Financial Aid Office. All UCs award aid for summer sessions. Email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) to request an **enrollment verification letter** if your Financial Aid Office requires proof of enrollment to award summer aid. All financial aid recipients are responsible for paying their Virtual Summer Internships fees **within five (5) business days** after the aid is disbursed.

**IMPORTANT NOTE:** Financial aid disbursed by your home campus is **NOT** automatically transferred to UC Davis. It is your responsibility to submit your payment. For more information, see "[Fee Payment](#)" or email [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu).

### **Financial Aid Eligibility for UC Berkeley and UC Merced students**

Students at UC Berkeley and UC Merced must be enrolled in nine (9) quarter units [equal to six (6) semester units] in order to receive aid. UC Davis Study Abroad allows students from these campuses to request additional unit(s) to meet this minimum. Students who request additional unit(s) will be required to complete extra coursework (to be determined by the instructor). If you did not request this extra unit when enrolling, please contact [summerabroad@ucdavis.edu](mailto:summerabroad@ucdavis.edu) about arranging additional unit(s) of 199 independent study for financial aid eligibility.

### ***Students Outside of the University of California***

UC Davis does not provide aid for students from other institutions. Please see your home campus Financial Aid Office to inquire about assistance for a UC Davis Virtual Summer Internships program.

### **UC Davis Financial Aid and Scholarships Office Contact**

1100 Dutton Hall

One Shields Avenue

Davis, CA 95616-8596

Office Hours: 10am-2pm Monday-Friday

Telephone: [530-752-2390](tel:530-752-2390) (9am-4pm Monday-Friday)

Hearing Impaired: Dial 711 for CRS

Fax: [530-752-6667](tel:530-752-6667)

Submit questions and documents online at [Contact an Expert](#)

Website: [financialaid.ucdavis.edu/undergraduate](http://financialaid.ucdavis.edu/undergraduate)

## Note to Financial Aid Recipients

Summer aid will be applied to any charges that exist on your student account before your financial aid remainder check is issued.

## 3. Post-Enrollment

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### Post-Enrollment Deadlines

After you are enrolled, there are further steps to take in preparation for your Virtual Summer Internships program. For planning and safety reasons, it is important to complete the steps by the specified deadlines for your program (see dates below). As indicated in the Study Abroad Participant Contract, if you do not provide information and material on time, you could be withdrawn from the program and still be liable for fees.

- Photo Upload: May 7<sup>th</sup>
- Request Disability Accommodations: May 7<sup>th</sup>
- Background Questionnaire: May 7<sup>th</sup>
- Orientation RSVP: TBD