**Program Policies and General Information**

**Compensation and estimated expenses 2012**

Stipend: $3500 for two months (>2 months, pro-rated weekly stipend = $437.50)
Travel: economy travel to/from program ~ $500
Housing allowance: $800
CaseOneCard: $250

Expenses: Housing Total Estimate ~ $1677.25 for two months/68 nights in on campus housing (for single room in suite, includes linen fee); Cost to student estimate ~ $877.25

**Stipend**

Stipend is $1,750 per month, minimum two months ($3,500). Students who participate for longer periods will have additional pro-rated stipend support. **MARC students – stipend may be provided by MARC program instead of CWRU. Please confirm with Malana Bey.**

**CWRU Supplier Information Form** – this form needs to be completed and returned before arrival. It asks for permanent home address, social security number and signature for tax purposes.

**Stipend Payment schedule**

- $1,000 end of first week (May 29th)
- $1,000 end of first month (June 30th)
- $1,500 end of second month (July 29th) – less housing deduction, if staying on campus

We encourage students to either have checks sent directly to their permanent home addresses (ask parents to deposit) or deposit checks into a bank account upon receiving them. Checks will be held in Room TG-1 of the School of Medicine (Office of Graduate Education) for pick-up on the dates listed above after 1pm; if you cannot pick up your check on the date listed, contact Malana to arrange a different time. Any checks not picked up will be mailed to permanent home addresses.

Should it become necessary, checks from CWRU may be cashed (for a fee) at the local Key Bank branch: (216) 229-2244 located at 1942 E 105th Street, Cleveland, OH 44106.

**Temporary CWRU ID**

In order for you to receive access to buildings, we need to create a photo ID for you. Before you come to CWRU, please submit a photo that meets the following requirements:

1. The photo must be in color.
2. Full-face frontal view and must fill at least 75% of photo.
3. Plain white or light colored background.
4. No hats or dark glasses.
5. No obstruction of the face including head resting on hands.
6. Digital photos must be 200(W) x 300 (H) pixels.
7. Pictures must be no larger in size than 100 kilobytes (KB).
8. Digital photo must be jpeg/jpg format.

**Housing**

On-campus housing will be offered in the dormitories of the South Residential Village in Glaser Hall (11900 Carlton Rd, Cleveland, OH 44106). The program will pay a portion of the cost towards summer housing expenses – the remainder must be paid by each intern. Housing fees are per night, plus a one-time fee linen service [provides bed and bathroom linens, including sheets, blankets, pillow, pillow case, towels and washcloths]. For example, for 2012: $22.75/night + $16.50 linen fee, arrive May 24th.
and depart August 4th, 68 nights’ total expense = $1677.25 minus program support. Students may agree to have the remaining balance deducted from their final stipend check by signing the Housing Agreement Form; otherwise, students will be asked to pay the balance upon arrival at CWRU.

Each of the traditional residential facilities located within the South Residential Village comes equipped with the following amenities:

- Coin-operated laundry room
- Wireless computer access
- Vending machines
- Large screen TV in main lobby
- Gaming area (pool table)
- Bike storage rooms
- Piano
- Box fans for each guest (air-conditioning is not available)
- A small Communal Kitchen/refrigerator

**Meals**
Each intern is responsible for his/her own meals (a once-weekly seminar luncheon will be provided by the program). There is a small communal kitchen with refrigerator in the dorm basement. We have enabled your ID to be a “CaseOneCard”, with a small balance available for you to use at on-campus cafeterias and other venues near to campus. For a complete listing, please go to:
http://caseonecard.com/BbOne/CWRUCard/Locations.htm. There are also several maps, including one with Dave’s Supermarket marked, on the Program website, under Resources:
http://casemed.case.edu/gradprog/summer.cfm

**Travel**
For non-local interns, a modest travel stipend of up to $500 is available. Flights will be pre-arranged and paid for through CWRU. We will contact you for travel dates and locations. Mileage between CWRU and home will be reimbursed if an intern is driving, after the destination has been reached (mileage reimbursements require a MapQuest/GoogleMaps printout with start and end locations; start location may be emailed prior to arrival.) Fuel reimbursements are not available.

**Getting Around CWRU**
The campus shuttles are free of charge while the Greater Cleveland Regional Transit Authority (RTA) has buses and a light rail (Rapid) in the area for a small fee. Interactive bus maps are here:
http://www.cwru.edu/maps/busmap.html. A summer Bus pass is typically ~$75.00 through Access services. Parking passes are also available through Access services, but parking lots may not be located very close to campus.

**Accidental Insurance**
While on campus, non-CWRU student interns are provided with emergency risk insurance that covers accidents and sudden illness. NOTE: Any routine doctor visits needed while staying at CWRU will not be covered by this insurance. In the event of this type of an emergency, interns may use the Claim Form on the Program Participants webpage: http://casemed.case.edu/gradprog/summer.cfm and call CWRU Health Services at (216) 368-2450.

**Alcohol**
Alcohol, illicit drugs, and weapons are prohibited on the campus of Case Western Reserve University and affiliated hospitals and at all HLB academic and co-curricular activities. The penalty for such use is automatic dismissal and withholding of remaining stipend.