



Wichita State University Guidelines for Agents for Academic Year 2018-2019

(Last Updated August 6, 2018)

Services Provided to Agents

- 1) **Service Fees:** We will pay you a Service Fee for each of your students who enrolls at Wichita State University as a new student. You may read more about our Service Fee payments at the end of this document.
- 2) **Conditional Admission:** Conditional admission is available for students who have not met our TOEFL/IELTS requirement but otherwise meet our academic requirements for admission. A conditional I-20 will be issued for Intensive English but not the student's academic major. If a student is required to take the GRE or GMAT for admission, the student must submit the score before the Graduate School can make an admission decision.
- 3) **Undergraduate and Intensive English Application Processing:** Undergraduate and Intensive English applications are processed by the Office of International Education.
 - a) **Application Materials:** We accept undergraduate or Intensive English application materials electronically per the instructions at <https://wichita.edu/ApplyInternational>. Agents do not need to send application materials to us by post.
 - b) **Test Scores:** We accept test scores submitted electronically but the official results must be sent to WSU directly from the testing company.
 - c) **Application Arrival:** For undergraduate or Intensive English applications, you will be sent an automated email message to notify you of the receipt of your student's application materials. The email message will not be sent until we have entered the application into our student database.
 - d) **Application Processing Time:** Application processing times vary depending on the [Service Level](#) you pay for. You may choose one of the following:
 - **Premium Service (\$250)** – 3 business days for processing GUARANTEED plus 4-day shipping by DHL
 - **Standard Service (\$150)** – About 2 to 3 weeks plus 4-day shipping by DHL
 - **Basic Service (\$75)** – About 5 to 6 weeks plus 3 to 5 weeks for shipping by airmail (no tracking)Processing time does not begin until we have received all required application documents. After we review the application, you will be sent another email to inform you of the student's application status.
- 4) **Graduate Application Processing:** Graduate applications are processed by the Graduate School, which has different application requirements and business processes from that of undergraduate and Intensive English applications.
 - a) **Application Materials:** The Graduate School accepts electronic submission of application materials according to the instructions at <https://wichita.edu/GradApplication>.
 - b) **Test Scores:** All test scores must be sent to WSU directly from the testing company. All transcripts and diplomas must be officially attested by a school or government official; they may not be attested by the agent or notary public.
 - c) **Application Arrival:** For graduate applications, students will need to create an account in the application system. Students can log into their account to check application status.

- d) **Application Processing Time:** Graduate applications cannot be expedited and may take several weeks to process depending on the Graduate School's current application volume and the department to which the student has applied for admission. **IMPORTANT NOTE: Standard and Premium level processing is NOT available for graduate applications.**
- e) **Express Mail Service:** For graduate applications, an optional express mail service of US\$60 is available for admission documents to be sent by express mail.

Important Information

- 5) **Exceptions:** Agents cannot negotiate for changes to these guidelines nor can we make special exceptions for some agents.
- 6) **Exclusive Arrangements:** WSU cannot appoint any agency as our "exclusive" representative for a particular city or country.
- 7) **Preliminary Evaluations:** We cannot provide preliminary evaluations of transcripts. Students must formally apply for admission and submit all required application materials in order for the University to determine a student's admissibility. Admission to Wichita State University is not guaranteed.
- 8) **Application Fee Waivers:** We cannot waive our application fees. Applications that are submitted without the required fees will not be reviewed.
- 9) **Enrollment Deposits:** Except for applicants from Nigeria, Democratic Republic of Congo, and Fujian Province in China, Wichita State University does not require an enrollment deposit after the student has received admission. If desired, a student may send a pre-payment of tuition and fees. However, this is completely optional for the student and is not required. For details on the US\$7,000 tuition deposit, applicants from Nigeria can visit our website at <https://wichita.edu/Nigeria>; DR Congo applicants can visit <https://wichita.edu/DRCongo>; Fujian Province applicants can visit <https://wichita.edu/China>.

Expectations for Agents

- 10) **Code of Conduct:** Wichita State University expects all agents to conduct themselves in a professional manner. Our database tracks all conduct violations including, but not limited to:
 - a) Complaints from students about an agent's dishonest business practices.
 - b) Agents who habitually submit applications for students who either use a WSU I-20 to enter the U.S. but fail to enroll or immediately transfer to another institution.
 - c) Agents who repeatedly submit applications with fraudulent transcripts or falsified bank statements.
 - d) Agents who regularly send students who cannot afford to pay all of their educational expenses.
 - e) Agents who notify students that they can guarantee admission on behalf of Wichita State University.
 - f) Misleading students about what fees they must pay. Except for Nigerian, DR Congolese, and Chinese applicants from Fujian Province, enrollment deposits are not required by Wichita State. However, a student may opt to pre-pay tuition directly to Wichita State University, which may improve the student's chance of getting a visa. Agents should not ask students to be reimbursed for fees that they did not pay. However, if the agent paid a WSU fee for the student, the agent may request reimbursement from the student. If desired, the agent may also charge a counseling fee to the student for their services.

IMPORTANT: Wichita State University will terminate its relationship with any agency that repeatedly violates our Code of Conduct.
- 11) **Sub-Agents:** Wichita State University does not work with sub-agents. Agencies that work with sub-agents are responsible for their sub-agents record keeping, code of conduct, and payment.

- 12) **Disagreement between Agency and Student:** Occasionally, students may complain about the actions or performance of the agent representing them. Wichita State University prefers to remain neutral in these disagreements. We prefer that the student and agent work out any differences they might have. However, if the student writes to us and indicates that he no longer wish to work with an agent, we have no choice but to act according to the student's wishes since the student has the legal right to authorize or revoke the authorization of anyone who has access to his application and student records.
- 13) **Expiration of Agency Authorization:** Wichita State University reviews agency performance on a yearly basis. Agencies that do not send us any applications in three academic years will no longer be considered authorized agencies.
- 14) **Changes to Guidelines:** We review our Guidelines for Agents at least once a year at the end of the academic year. However, changes could be made during the year. Wichita State University will notify agents whenever there are changes.
- 15) **Signatures:** In order to become one of our official agents, you are not required to sign any paper documents. However, when signing up to become one of our agents, you must agree to abide by these guidelines.

Service Fee Payments

- 16) **Service Fee Amount:** The amount of your Service Fee for each student will vary depending on the number of students you send to Wichita State. Service Fee payments will be paid as follows.

Enrolled Students	Amount of Service Fee for Undergraduate or Intensive English Students		Amount of Service Fee for Graduate Students	
	Enrolled in Fall or Spring Semester	Enrolled in October, March or Summer	Enrolled in Fall or Spring Semester	Enrolled in Summer Session
1 to 3 Students	\$1,700 for each student	\$800 for each student	\$1,450 for each student	\$700 for each student
4 or more students	\$2,000 for each student	\$950 for each student	\$1,750 for each student	\$850 for each student

- 17) **Number of Enrolled Students:** For the calculation number of students sent by your agency, a student is counted ONE TIME ONLY in the academic year during which he INITIALLY enrolls as a full-time student. He will not be counted again in subsequent academic years. In short, the number of enrolled students is not determined by the number of students you have sent us since our partnership began but rather by the number of students you have sent to us within the current academic year.
- 18) **Academic Year:** An "academic year" at WSU begins in mid-August with the Fall Semester and ends in late July of the following year. For example, Fall Semester 2018, Spring Semester 2019, and Summer Session 2019 are all part of the same academic year.
- 19) **Payment Schedule:** For students who enroll at Wichita State, your agency service fee will be processed according to the following schedule:

Semester or Session of Enrollment	Service Fee Payment Initiated
Fall Semester and October Session	November 16 th
Spring Semester and March Session	April 16 th
Summer Session	July 16 th

View an example of the Agent Statement of Account at the end of this document that we will send you to initiate the Service Fee payment process

- 20) **Payment Method:** Overseas agents will receive Service Fee payment through wire transfer to their bank account. Agents in the U.S. or have a bank account in the U.S. will receive the payment by check sent by post.

- 21) **Payment Process:** According to the schedule listed above, to initiate the payment process, we will send you a Statement of Account if you sent us students during that academic year. You will be asked to:
- a) Verify the students listed in the Statement. If discrepancies are found between the Statement and your record, you should contact us **as soon as possible**. If you fail to notify us of any discrepancies within one calendar year of the Statement, you automatically forfeit any claim to the Service Fee in question.
 - b) Send us an invoice printed on your company letterhead with the following information:
 - date
 - invoice number
 - amount
 - description, i.e. list of students enrolled in that semester
 - c) Send us other supporting documents depending on your agency location. We will specify the required documents when we send you the Agent Statement of Account.
 - d) We will process your Service Fee payment upon receipt of all required documents from you. The payment process may take 2-4 weeks depending on your agency location.
 - e) We will not issue an Agent Statement of Account if your agency did not send us new students enrolled during a semester.
- 22) **Service Fee Expiration:** After we send out your Agent Statement of Account, you have up to one calendar year to send us an invoice (and any required supporting documents) or to notify us of any errors in the Agent Statement of Account. After one year, you forfeit any claim to the Service Fee in question.
- 23) **Conditions:** In order to be paid a Service Fee, the following conditions must be met:
- a) The student must be enrolled full-time by the date the Service Fee payment is initiated (see the above table) for which the Service Fee would be paid.
 - b) Agents will NOT be paid a Service Fee for any student who does not enroll full-time at Wichita State University for any reason. As such, agents should only send applications for students who are truly interested in attending WSU.
 - c) Service Fee payments will be paid for only NEW students during the first semester they enroll at Wichita State University. No Service Fee will be paid for any subsequent semesters the students enroll at the University.
 - d) Students must have admission to the Intensive English Language Center or to a degree-bound academic program in order for a Service Fee to be paid. Service Fees will not be paid for students with Guest Admission.
 - e) Only the agent who assisted the student during the application process may be eligible for a Service Fee. If the student changes agents after receiving admission or if we have no evidence that an agent was involved during the application process, no Service Fee will be paid. At no time will a Service Fee be paid to two different agents for the same student.
 - f) When assisting students to apply to Wichita State University, you must fill out your agency name and contact information on the student's application form in order to be eligible for a Service Fee.
 - g) Because the U.S. Department of Education forbids the payment of commissions for the recruitment of American students, WSU cannot pay any agents who send us students who are U.S. citizens or permanent residents.
- 24) **Negotiated Fee Payment Amounts:** There will be no exceptions regarding the Service Fee amounts nor the dates of payment as described in these guidelines. The amount of our Service Fees is fixed and cannot be negotiated.
- 25) **Taxes:** You will be responsible for paying any taxes that might be owed for Service Fees that you have been paid. Depending on your country's tax treaty with the United States, taxes may be withheld from your Service Fee payments.



AGENT STATEMENT OF ACCOUNT

Service Fee Payments for Academic Year 2018-2019

Agency: ACME Educational Consultant
Location: India

Date: 16-Nov-18
Ref: FL18-45678

Student	Name of Student	Enrolled Semester	Academic Level	Service Fee USD	Date Paid
#1	Amaram, Alauddin	Fall 2018	GR	1,450.00	
#2	Apeddi, Shahed	Fall 2018	GR	1,450.00	
#3	Azad, Mozammel	Fall 2018	UG/IE	1,700.00	
#4	Challa, Krishna	Fall 2018	GR	1,750.00	
#5	Karum, Krishna	Fall 2018	GR	2,000.00	
#6	---				
#7	---				
#8	---				
#9	---				
#10	---				
#11	---				
#12	---				
#13	---				
#14	---				
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#16	---				
#17	---				
#18	---				
#19	---				
#20	---				
#21	---				
#22	---				
#23	---				
#24	---				

SAMPLE

\$ 8,350.00

Comments on non-qualified service fee payment students:

Akkapeddi, Krishna	- not enrolled
Amaram, Rohit Reddy	- immediately transferred to other school



AGENT STATEMENT OF ACCOUNT

Service Fee Payments for Academic Year 2017-2018

Agency: ACME Educational Consultant
Location: India

Date: 16-Apr-19
Ref: SP19-45678

Student	Name of Student	Enrolled Semester	Academic Level	Service Fee USD	Date Paid
#1	Amaram, Alauddin	Fall 2018	GR	1,450.00	Nov. 2018
#2	Apeddi, Shahed	Fall 2018	GR	1,450.00	Nov. 2018
#3	Azad, Mozammel	Fall 2018	UG/IE	1,700.00	Nov. 2018
#4	Challa, Krishna	Fall 2018	GR	1,750.00	Nov. 2018
#5	Karum, Krishna	Fall 2018	UG	2,000.00	Nov. 2018
#6	Ali, Md Abu	Spring 2019	UG	2,000.00	
#7	Chawdhury, Ali	Spring 2019	UG/IE	2,000.00	
#8	Haque, Rohit	Spring 2019	UG	1,750.00	
#9	Hossain, Md	Spring 2019	GR	1,750.00	
#10	Karum, Krishna	Spring 2019	GR	1,750.00	
#11	---				
#12	---				
#13	---				
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#23	---				
#24	---				

SAMPLE

\$ 9,250.00

Comments on non-qualified service fee payment students: