Wichita State University
Guidelines for Agents
(Last Updated January 12, 2015)

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. 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. Please note that if a student is required to take the GRE or GMAT for admission, the student must submit those scores before the Graduate School can make an admission decision.

3) **Admission Contact:** Undergraduate and Intensive English applications are processed by the Office of International Education. Graduate applications, however, are processed by the Graduate School, which has different application requirements and business processes. For undergraduate and Intensive English applications, one of our Admissions Officers will be designated as the primary contact person for your agency after you send your first application to us. There is one International Admissions Officer in the Graduate School who will be able to assist you with all graduate applications.

4) **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. Depending on our current volume of applications, it may take a few days to enter the information into our database so your patience would be greatly appreciated while waiting to receive the automated email. For graduate applications, you will be sent an email only after the Graduate School has had the opportunity to review the student’s application, which can sometimes be a few weeks during peak application times. The Graduate School does not send out automated email notifications whenever application materials arrive.

5) **Application Processing:** After we send you the automated email about the receipt of the student's application materials, we will review the application in about 5 to 10 business days. Please note that the processing time may take longer and is dependent upon our current volume of applications. After we review the application, you will be sent another email to inform you of the student's application status. Graduate applications cannot be expedited and can 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. The Graduate School will send you periodic status updates by email.

6) **Express Mail Service:** The admission documents for undergraduate or Intensive English students will be sent to you by express mail for free. For this reason, agents should not submit the US$60 express mail fee for undergraduate and Intensive English applications. However, for graduate applications without an accompanying Intensive English application, agents must pay the US$60 express mail fee.

Important Information

7) **Exceptions:** Agents cannot negotiate for changes to these guidelines nor can we make special exceptions for some agents.

8) **Exclusive Arrangements:** WSU cannot appoint any agency as our “exclusive” representative for a particular city or country.

9) **Preliminary Evaluations:** We cannot provide preliminary evaluations of transcripts that you send to us by email or fax. 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.

10) **Official Application Materials:** WSU cannot accept any application materials by email or fax. 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 and may not be attested by the agent.

11) **Application Fee Waivers:** We cannot waive our application fees. Applications that are submitted without the required fees will not be reviewed.

12) **Enrollment Deposits:** Except for Nigerian and Fujian Province applicants, 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 his or her tuition and fees. However, this is purely optional for the student and is not required. Nigerian applicants should visit our website at http://wichita.edu/Nigeria for details on the US$7,000 tuition deposit. Fujian Province applicants can visit here for more information on the US$7,000 tuition deposit: http://webs.wichita.edu/?u=intl&p=/Undergraduate/China/.
Expectations for Agents

13) **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) Misleading students about what fees they must pay. Except for Nigerian applicants, 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 such as the undergraduate Express Mail Fee (which is not charged to agents). 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.

14) **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 they no longer wish to work with an agent, we have no choice but to obey the student’s wishes since the student has the legal right to authorize or revoke the authorization of anyone who has access to their application and student records.

15) **Changes to Guidelines:** Our Guidelines for Agents may change from time-to-time. Wichita State University will notify agents whenever there are changes.

16) **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

17) **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. You will be entitled for Service Fee payment when you send us AT LEAST TWO STUDENTS within one academic year. In other words, you will not receive Service Fee if you send us only one student. As you send us more students, you will advance to a higher tier level for that academic year and, therefore, the amount of your Service Fee per student will increase. Agents who send us larger numbers of students are, therefore, rewarded with the higher Service Fees. Service Fee payments will be paid as follows:

<table>
<thead>
<tr>
<th>Enrolled Students</th>
<th>Tier Levels</th>
<th>Amount of Service Fee</th>
<th><em>Diversity Bonus</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Paid for Enrolled Undergraduate or Intensive English Students</td>
</tr>
<tr>
<td>1st Student*</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>2nd Student*</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>3rd Student</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>4th Student</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>5th Student</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>6th Student</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>7th Student</td>
<td>1</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>8th Student</td>
<td>2</td>
<td>$1,300</td>
<td>$250</td>
</tr>
<tr>
<td>9th Student</td>
<td>2</td>
<td>$1,300</td>
<td>$250</td>
</tr>
<tr>
<td>10th Student</td>
<td>2</td>
<td>$1,300</td>
<td>$250</td>
</tr>
<tr>
<td>11th Student</td>
<td>2</td>
<td>$1,300</td>
<td>$250</td>
</tr>
<tr>
<td>12th Student</td>
<td>2</td>
<td>$1,300</td>
<td>$250</td>
</tr>
<tr>
<td>13 or more students</td>
<td>3</td>
<td>$1,600 for each student</td>
<td>$250</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:** You must send at least TWO students each academic year in order to be paid a Service Fee. You will not be paid for Student #1 until after Student #2 enrolls. If only one student enrolls during an academic year, you will not be paid a Service Fee.

18) **Tier Levels:** The number of students you send to us is important because they count toward your tier level for that academic year. The highest Service Fees are paid for students in Tier Level 3. For the calculation of tier levels, 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 toward a tier level in subsequent academic years. In short, the tier level 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. At the beginning of each academic year, all agents start at Tier Level 1. You must then continue to send at least two students to Wichita State in order to satisfy the minimum requirement of Service Fee payment for that academic year.

19) 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 2014, Spring Semester 2015, and Summer Session 2015 are all part of the same academic year.

20) Payment Schedule: For students who enroll at Wichita State, agents will be paid according to the following schedule:

<table>
<thead>
<tr>
<th>Semester or Session of Enrollment</th>
<th>Service Fee Payment Initiated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester and October Session</td>
<td>November 16</td>
</tr>
<tr>
<td>Spring Semester and March Session</td>
<td>April 16</td>
</tr>
<tr>
<td>Summer Session</td>
<td>July 16</td>
</tr>
</tbody>
</table>

View an example of the Agent Statement of Account 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 may choose to receive payment by check in U.S. dollars if it is preferred. Agents 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.

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 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 NEW students only. Agents will not receive a Service Fee for any students who enrolled at Wichita State University for prior semesters.

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.

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.