



## Wichita State University Guidelines for Agents for Academic Year 2023-2024

(Last Updated August 31, 2023)

### 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 English proficiency 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. Students will need to use their individual email address to create an account to start an application and upload documents. Students may also log into their account to check their application status. **The same email address should never be used for more than one student.**
  - a) **Application Materials:** We accept undergraduate or Intensive English application materials electronically per the instructions at <https://wichita.edu/ApplyInternational>.
  - 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 Status:** For undergraduate or Intensive English applications, you will be copied on the automated email messages sent to students to notify them of the receipt of their application materials and reminders of any missing items for their application.
  - 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 (US\$250)** – 3 business days
    - **Standard Service (US\$150)** – About 2 to 3 weeks
    - **Basic Service (US\$75)** – About 4 to 5 weeksProcessing time does not begin until we have received all required application materials; it does not include the time that we are waiting for missing items or document verification. After we review the application, you will be sent another email to inform you of the student's application status.
  - e) **Common App Application:** While Wichita State University accepts Common App applications, agent information is not included on the Common App. If students insist on using Common App to apply to Wichita State University, agents must notify Agent Support Team ([agents@wichita.edu](mailto:agents@wichita.edu)) about the application as soon as possible. Eligibility of a service fee is not guaranteed in case of delay of notification.
- 4) **Intensive English Online (IE Online) Application Processing:** IE Online applications are processed by the Office of International Education.
  - a) **Application Materials:** We accept IE Online application materials electronically per the [application instructions webpage](#). Agents do not need to send application materials 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 Status:** For IE Online applications, you will be copied on the automated email messages sent to students to notify them of the receipt of their application materials.
  - d) **Application Processing Time:** IE Online applications processed in 2-3 weeks. 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.
  - e) **Application Fee:** IE Online application fee is US\$75.
- 5) **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. Students will need to use their individual email address to create an account to start an application and upload documents. Students must log into their account to check the status of their application.
- 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 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.**
  - d) **Application Fee:** Application fee varies depending on deadlines as listed on the website <https://wichita.edu/GradApplication>.

### Important Information

- 6) **Exceptions:** Agents cannot negotiate for changes to these guidelines nor can we make special exceptions for some agents.
- 7) **Exclusive Arrangements:** WSU cannot appoint any agency as our "exclusive" representative for a particular city or country.
- 8) **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.
- 9) **Application Fee Waivers:** We cannot waive our application fees. Applications that are submitted without the required fees will not be reviewed.
- 10) **Enrollment Deposits:** Except for applicants from Bangladesh, Democratic Republic of Congo, Nigeria, 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 enrollment deposit, applicants from the above-mentioned countries may visit our website
  - **Bangladesh** <https://wichita.edu/Bangladesh>
  - **Democratic Republic of Congo** <https://wichita.edu/DR Congo>
  - **Nigeria** <https://wichita.edu/Nigeria>
  - **Fujian Province, China** <https://wichita.edu/China>

## Expectations for Agents

- 11) **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 Bangladeshi, DR Congolese, Nigerian, 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.**
- 12) **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.
- 13) **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. If a student writes to us and indicates that he/she 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/her application and student records.
- 14) **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.
- 15) **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.
- 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 program level of students you send to Wichita State. The following amounts of Service Fee will be paid for the new students during the first semester/session they enroll at Wichita State University.

a) **Service Fee for Undergraduate and Graduate Students**

Program Level	Enrolled in Fall or Spring Semester	Enrolled in Summer
Undergraduate	US\$2,400 for each student	US\$1,150 for each student
Graduate	US\$2,050 for each student	US\$1,000 for each student

b) **Service Fee for Intensive English Students**

Program Level	Enrolled in Fall or Spring Semester	Enrolled in October, March or Summer
Intensive English on Campus	US\$2,400 for each student	US\$1,150 for each student
Intensive English Online	US\$400 for each student	US\$400 for each student

c) If the Intensive English Online student enrolls in an undergraduate or graduate program within one calendar year after completing the IE Online program, your agency will be paid Service Fee as stated above in #17a or #17b.

18) **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 <sup>th</sup>
Spring Semester and March Session	April 16 <sup>th</sup>
Summer Session	July 16 <sup>th</sup>

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

19) **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.

20) **Payment Process:** According to the schedule listed above, to initiate 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.

- 21) **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.
- 22) **Conditions:** In order to be paid a Service Fee, the following conditions must be met:
- a) Except students enrolled in the IE Online program, all students 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, with the exception of IE Online students. 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.
- 23) **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.
- 24) **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.
- 25) **Privacy Laws**
- a) In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are considered confidential.
  - b) Wichita State University adheres to General Data Protection Regulation (GDPR) standards.

**TO:** Acme Education

Greetings from Wichita State University! We are getting ready to initiate service fee payments for Fall Semester 2023. This email contains a list of admitted students from your agency. In order to process your payment, please do the following:

**INSTRUCTIONS**

- 1) Review your Agency Statement of Account below to verify that everything is correct.
- 2) Complete our Agency Payment Form to upload an invoice, submit required paperwork for payment processing, or to report a discrepancy. [Submit Invoice / Report Discrepancy](#)



## Agency Statement of Account

**Agency:** Acme Education  
**Semester:** Fall 2023  
**Reference Number:** FL23-22070  
**Total Amount to be Paid:** \$11,300

**\*\*\* Eligible for Service Fee Payments \*\*\***

Name of Student	Education Level	Enrollment Status	Service Fee
Styles, Harry	Int English On-Campus	Enrolled Full-Time	\$2,400
Madonna, FNU	Undergraduate	Enrolled Full-Time	\$2,400
Jackson, Michael	Undergraduate	Enrolled Full-Time	\$2,400
Lady, Gaga	Graduate	Enrolled Full-Time	\$2,050
Mendes, Shawn	Graduate	Enrolled Full-Time	\$2,050

**\*\*\* Not Eligible for Service Fee Payments \*\*\***

Name of Student	Education Level	Enrollment Status	Service Fee
Dion, Celine	Undergraduate	Not Enrolled - Immediate Transfer	\$0
Houston, Whitney	Undergraduate	Enrolled Part-Time	\$0
Lipa, Dua	Graduate	Not Enrolled	\$0