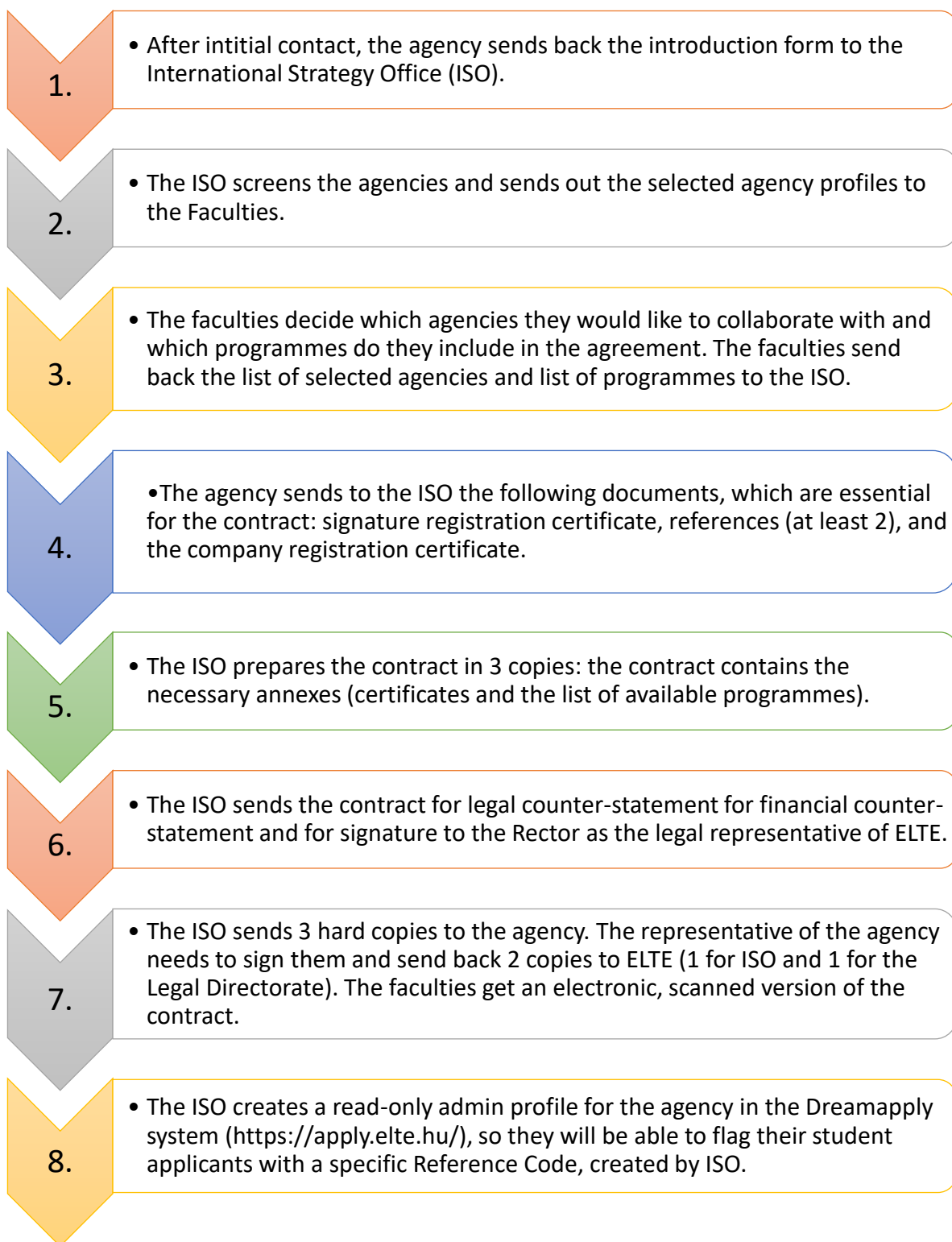
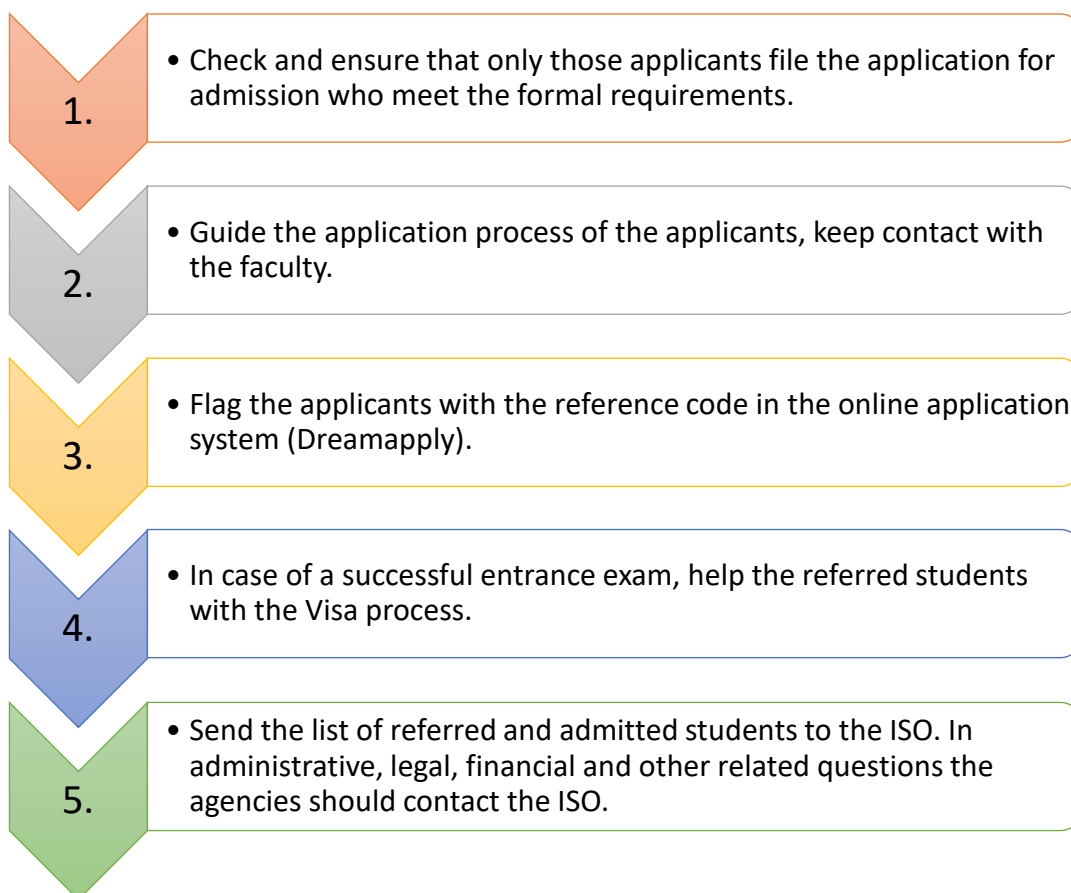


Process of signing new contracts with the agencies



Responsibilities of the agencies



Paying the agencies the commission fee

1.

- The faculties verify the number of admitted students referred by each agency. The agency has the right to get the commission fee after the referred students.

2.

- The agency needs to issue the invoice. The commission fee consists of: a one-off commission equal to gross 10% of the tuition fee that was paid by the students in the first and second semesters, and to a one-off commission equal to gross 10% of the application fees paid by the students.

3.

- The invoice should be issued to each faculty separately, and the Annex should contain the exact name of the degree programmes and the list of students.

4.

- The faculty's international office verifies the invoices and proceed with the payment according to the financial regulations of the University.

5.

- The deadline for commission fee payment is 15 December for the Fall semester and 15 May for the Spring semester. For the Fall semester, we kindly request the agencies to send the invoices to the faculties no later than 20 November so that the university can complete the transfer of commission fee on time.

6.

- The faculties inform the ISO about the successful payment of commission fees.