



# Agent Commissions

A commission will be paid to Consultant for each student who registers and completes all required fee payments in the full-time intensive English language program. Students may be placed in any of our sessions from 4-16 weeks in length.

For each initial placement, The University agrees to pay Consultant as follows less late fees:

Number of students placed	Agent Earns
1	15% of the tuition
2-5	20% of the tuition
6-9	25% of the tuition
10-19 students in a 1-2 month session	25% of tuition + 1 tuition waiver for a 1-month session
20-29 students in a 1- 2 month session	25% of tuition + 1 tuition waiver of a 2-month session
30 students or more in any CESL session (1-4 months)	25% of tuition + 2 2-month tuition waivers
1 + students in the TEFL course	10% of tuition

## Steps in Becoming an Agent

1. Fill out the Agent/Consultant Survey and mail it to us. You can submit the online version at: [http://www.surveymonkey.com/s.aspx?sm=SUUBZmWH1P4RPXqE38\\_2fenQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=SUUBZmWH1P4RPXqE38_2fenQ_3d_3d)
2. Our Director will review your survey and contact you. Then if eligible, you will be sent a contract.
3. Sign and return the contract to CESL.
4. After all parties have signed, the contract will become valid, and you will be eligible to receive commissions on the students placed with us by your agency.

## To receive your commission:

1. Hold a current, valid contract with CESL.
2. Be sure that your representative has signed the student's application on page 2 in the space provided for agency referrals.
3. After the student has enrolled at CESL, you must submit an invoice on your letter head stationary with the following information:
  - a. Your company name, address, telephone & email
  - b. Invoice number
  - c. Bank name & telephone number
  - d. Bank account holder name
  - e. Name of student (s)
  - f. Start date of the term enrolled
  - g. Length of program enrolled in
  - h. Amount of commission requested

**Commissions will be paid after the student has enrolled and we have received your invoice.**

**You may fax the invoice to 520-621-9180 and mail the original to CESL, PO Box 210024, University of Arizona, Tucson, AZ 85721-0024 USA.**



## 2009 ESTIMATED COSTS & EXPENSES

**Tuition** CESL has 1, 2, and 4 month sessions. Multiply the number of months you plan to study by the one-month rates.

	Tuition	Health	Student Services	Lab	Total Fees paid at registration. All fees are non-refundable.
One-month rate	\$1125.00	\$140.00	\$125.00	\$ 75.00	\$340.00
One-week rate	\$ 315.00	\$ 35.00	\$ 35.00	\$ 20.00	\$90.00

- US Citizens or Permanent Residents living in the US are not required to buy health insurance.
- Group costs and discounts will vary from these individual rates.

### Costs Table for Full Time Study in the regularly scheduled 8-week sessions.

Months	Tuition	5% of tuition	FEES	TOTAL Tuition & Fees	Estimated BOOKS	Estimated living expenses	Additional Estimated expenses for dependents
1	\$1125.00	\$56.25	\$340.00	\$1,465.00	\$100.00	\$1,485.00	\$1,000.00
2	\$2,250.00	\$112.50	\$680.00	\$2,930.00	\$200.00	\$2,970.00	\$2,000.00
4	\$4,500.00	\$225.00	\$1,360.00	\$5860.00	\$400.00	\$5,940.00	\$4,000.00
6	\$6750.00	\$337.50	\$2,040.00	\$8,790.00	\$600.00	\$9,910.00	\$6,000.00
8	\$9000.00	\$450.00	\$2,720.00	\$11,720.00	\$800.00	\$11,980.00	\$8,000.00

Admission to CESL does not guarantee admission to the University of Arizona. Students who are conditionally admitted to the University of Arizona must meet the English language requirement for admission either with the required TOEFL score or by CESL endorsement. <http://www.cesl.arizona.edu/endorsement.htm>

**Refund Policy** Refunds are limited; for details, please see the refund policy on the web page at <http://www.cesl.arizona.edu/Documents/WithdrawalRefundPolicy.pdf> CESL gives no refunds except in documented, extenuating circumstances. All refunds must be approved by the program administrator and require surrender of the original receipt. If a refund is granted, CESL fees (including application fee) are non refundable. If payment was made by cash or check, refunds are processed through the University check request system. Note that this process can take 4-6 weeks. Credit card refunds are processed directly by CESL via credit back to the card that was used for payment. Classes cancelled by CESL will be refunded in full with the original receipt.