



Instructions on how to Receive Commissions from CESL:

1. Maintain a current valid contract with CESL. Commission rates are determined by rate listed in current contract. Email cesl@email.arizona.edu to check on your contract terms.
2. Sign student's application on page 2.
3. Oversee payment of student's tuition and fees by start date of program (student may pay CESL directly or you may pay on their behalf). To calculate total costs, refer to our costs web page: <http://www.cesl.arizona.edu/cost.htm> All payments are due by the start of the program.
4. Select payment method for receiving commission payment (check, credit card, or wire transfer). Please note that commissions sent by wire transfer will incur a \$25 transfer fee.
5. Submit invoice (see attached sample) after confirming with student that he/she has arrived and registered at CESL. Fax invoice on company letterhead to +520-621-9180. Invoice by term in order to receive group rate. CESL must receive invoice during the term of student's studies.

For questions about commissions or payments, please contact CESL Business Manager, Carmen Ortiz at +520-621-7062 or ortizc@email.arizona.edu.

SAMPLE INVOICE

Print on your company letter head
Include Company Name, address and telephone number

Date:

To: Center for English as a Second Language (CESL), University of Arizona

Invoice #

	Name of Student	Enrollment Date	Expected length of studies at CESL	Date that student arrived and registered at CESL	Commission Amount \$USD
1.					
2.					
3.					

Preferred Method of Payment: (list only one):

1. Check (Include name to be issued on check) OR
2. Credit Card (Include on-line processing URL if available) OR
3. Wire Transfer (Include all necessary bank and account information to process transaction):

Sample wire transfer instructions:

Please wire payment to the following Account:

BEST MERCHANTS BANK, NATIONAL ASSOCIATION, NEW YORK BRANCH USA

PNBOSJEU873N NYC

BEST MERCHANTS BANK, CITY BRANCH

CMBC CNBS 501

*Jia Liu, 5240 6283948 27648 5989

* The name of the account holder must match the name specified to receive the payment.