



Wichita State University Guidelines for Agents for Academic Years

d) Application Processing Time Online applications processed in 2 weeks.

- c) Agents who repeatedly submit applications with fraudulent transcripts, 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 Nigeria, Congo, and Chinese applicants from Fujian Province, enrollment deposits are not required by Wichita State. However, a student may opt to 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. 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 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 their application and student records.
- 14) Expiration of Ag

23) 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.

24) 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 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 only for 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.

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