

**AFFILIATION AGREEMENT FOR CONSULTATION AND RELATED SERVICES BETWEEN
AGENT
AND THE REGENTS OF THE UNIVERSITY OF COLORADO, A BODY CORPORATE, FOR AND ON BEHALF
OF THE UNIVERSITY OF COLORADO DENVER | Anschutz Medical Campus**

AGENT is located at ADDRESS. **AGENT** is a for-profit consulting agency which facilitates student enrollment abroad for a full degree and/or English language training.

The UNIVERSITY OF COLORADO DENVER (hereinafter referred to as CU Denver) is a public institution with thirteen schools and colleges for the purposes of this agreement, CU Denver is defined as the Denver Campus and the Anschutz Medical Campus. The vision of the University of Colorado Denver is to be a diverse teaching and learning community that creates, discovers and applies knowledge to improve the health and well-being of Colorado and the world.

AGENT and CU Denver agree to cooperate on international student recruitment and retention in accordance with the NAFSA: Association of International Educators Statement of Ethical Principles¹. As such, each organization agrees that:

- Student welfare is the first priority;
- Culturally sensitive and ongoing communication with prospective students is essential;
- Accuracy, honesty and accountability with partners, prospective students and enrolled students are the hallmark of ethical promotion and retention;
- Trained recruiters, marketers, advisers and others must be aware of ethical issues and be trained to act responsibly in the recruitment and retention process; and,
- This is a non-exclusive agreement and CU Denver can appoint other recruiters as it may choose in any country or area.

AGENT will assume the following responsibilities:

1. Distribute written materials to prospective applicants which include clear statements regarding the agency's services; fee structure, including what is/is not included in agency fees and processing/handling fees; refund policy, including dates for calculating refunds; and guarantees, including what the agency can/cannot guarantee, before students enroll in **AGENT** services. The **AGENT** will take reasonable measures necessary for prospective applicants to understand and acknowledge the nature of the relationship between **AGENT** and CU Denver. **AGENT** agrees to provide any published material that references CU Denver to CU Denver for review and approval.
2. Promote and publicize educational opportunities at CU Denver to ensure that the quality and value of attending CU Denver are widely advertised to prospective applicants who have the necessary educational background, intellectual capacity, and motivation to succeed as students at CU Denver.
3. Recruit nonresident, international applicants for enrollment at CU Denver consistent with CU Denver's ESL Academy, undergraduate, and graduate admissions requirements, academic guidelines

¹https://www.nafsa.org/Learn_About_NAFSA/Governance_Documents/Ethics_And_Principles/Statement_Of_Ethics/NAFSAs_Statement_of_Ethical_Principles/

and policies, and immigration requirements of the United States. Such recruitment activity will not include students who would otherwise have attended or were contacted first by another entity besides **AGENT**.

4. Distribute written materials provided by CU Denver to prospective applicants which include information on admissions criteria, processes, procedures and documents necessary for the application process; academic programs; academic calendar; location; facilities, including accommodations; meal plans; etc.
5. Distribute written materials to prospective applicants which include an itemized list of tuition and fees associated with attendance at CU Denver, always shown in USD, which makes clear that the only official tuition and fee amounts are on the CU Denver Bursar's website.
6. Offer services related to application to CU Denver, including one-on-one counseling, arranging interviews with CU Denver representatives visiting **AGENT** facilities, assisting applicants throughout the application process, assisting applicants with visa applications, and additional follow-up services.
7. Forward the applications of applicants by the CU Denver application deadline. Any exception will be agreed upon with the CU Denver liaison, described below under the CU Denver Responsibilities section of this agreement.
8. Provide guidance on cultural differences, differences between the American and home country university systems, and social acclimation while recruiting the student and facilitating the student/university match in coordination with resources provided by the CU Denver liaison.
9. Inform CU Denver when each student receives a visa. Assist the student with travel arrangements and logistics and inform CU Denver of students' arrival plans no less than one week from arrival date.
10. Appoint a liaison subject to CU Denver approval responsible for all matters concerning the agreement, including communication within **AGENT** and with CU Denver. This agreement and any obligations hereunder may not be assigned or delegated to a third party.
11. Ensure that all written materials meet marketing and branding requirements of CU Denver and policies and procedures of CU Denver. These materials must be approved through the CU Denver liaison prior to publication, online or print.
12. **AGENT** agrees to keep and maintain all student related information and records in accordance with U.S. law, including Federal Educational Rights and Privacy Act (FERPA) and to obtain any necessary releases for disclosure of student information regarding admitted and matriculated students

The **AGENT shall not:**

13. Make any representations or offer any guarantees or promises to prospective students about specific courses, programs, or majors they will be able to take or enroll in, or scholarships or financial assistance.
14. Make any overt or implied claim or representation, or offer any guarantees or promises, to prospective students with respect to individual employment following the completion of any of CU Denver's educational programs.
15. Contest admission decisions or placement recommendations into degree-programs by CU Denver or

the ESL Academy.

16. Make any representations or offer any guarantees or promises to prospective students concerning any individual students' projected ESL progress beyond materials provided by CU Denver.
17. Contest ESL Academy policies and procedures regarding academic progress, attendance requirements, and academic integrity. The ESL Academy will inform **AGENT** within two weeks of decisions related to academic and attendance probation, and subsequent dismissals as a result of a student's violation of ESL Academy policies and procedures with the appropriate FERPA waiver.

CU Denver will assume the following responsibilities:

1. Provide up-to-date written materials or website links that include information on admissions criteria, processes, procedures and documents necessary for the application process; tuition & fees; academic programs; academic calendar; location; facilities, including accommodations; meal plans; etc.
2. All decisions whether to admit, enroll, or matriculate any applicant is solely subject to the discretion of CU Denver. CU Denver will evaluate all undergraduate, graduate, and ESL Academy applicants who submit complete applications to consider whether they meet CU Denver admission requirements, comply with CU Denver timelines and requirements, and the immigration requirements of the United States. CU Denver reserves the right to limit the number of admitted students referred by **AGENT** based on such factors as available funding for commissions, geographical area saturation, program capacity, and total international student enrollment projections.
3. Respond in a reasonable response time to **AGENT** inquiries and processing of **AGENT** student applications.
4. Provide a student orientation prior to the commencement of the student's first academic term on campus.
5. Provide international student services and student services.
6. Pay an **AGENT** commission as outlined below, subject to rules and regulations outlined in Addendum C and any maximum number of students.
7. Appoint a liaison responsible for all matters concerning the agreement, including communication within CU Denver and with **AGENT**. This agreement and any obligations hereunder may not be assigned or delegated to a third party.

Both parties agree to the following responsibilities:

1. Determine the targeted maximum number of students **AGENT** may refer to CU Denver prior to the start of each enrollment cycle;
2. Comply with all laws and regulations in INDIA, the U.S., and the State of Colorado applicable to the activities under this agreement; and
3. Treat this agreement and its contents as confidential, as permitted by law; provided it is understood that CU Denver is a public institution, and, as such, is subject to the Colorado Public Records Act,

C.R..S. 24-72-101 et seq., and that CU Denver's obligations under the Colorado Public Records Act supersede its obligations under this agreement.

Effective Dates and Duration

AGENT shall commence services upon receipt of this signed agreement from CU Denver.

This agreement shall initially be in effect for three CU Denver academic years (2014-15, 2015-16, and 2016-17) and shall be reviewed annually following this initial three year period ending June 30, 2017. The Parties may renew this agreement in accordance with the provisions set forth under **Evaluation, Modification, Renewal, and Termination** below. In the event that this agreement terminates, the Parties agree to honor commitments to all students currently enrolled, matriculated, and attending courses at CU Denver pursuant to this agreement.

Fees

ESL Academy Study

CU Denver shall bill and collect all tuition and fees directly from students recruited by **AGENT**. For the ESL Academy, the commission per non-US resident student recruited by **AGENT** will be USD\$300 per 8-week term for up to, and not to exceed, two consecutive terms. CU Denver agrees to pay this commission within 30 days after receipt of the student's full tuition payment and all other CU Denver charges and after all student refund dates have passed. CU Denver will only make payment on student accounts that have been paid in full. ESL Academy commission payments are limited to a student's first two full-time consecutive ESL Academy sessions at CU Denver. For cohorts of 6-10 ESL Academy students who meet the conditions of this agreement, a bonus of USD\$500 will be paid; a bonus of USD\$1,000 will be paid for cohorts of 11 or more, unless otherwise limited by space or resources. In the event that a student withdraws from the ESL Academy and is refunded tuition monies after payment has been made to **AGENT**, **AGENT** agrees to promptly refund any commission paid by CU Denver to **AGENT** for the withdrawn student.

Undergraduate and Graduate Study

CU Denver shall bill and collect all nonresident tuition and fees directly from students recruited by **AGENT** who enroll, matriculate, and attend courses as a full-time student, with the exception of students who enroll in prohibited programs as outlined in Addendum B to this agreement. For academic programs, the commission per non-US resident student recruited by **AGENT** will be USD\$2,000 per semester for up to, and not to exceed, two consecutive spring/fall semesters in which the student matriculates and enrolls in CU Denver. Full-time summer term enrollment may count towards the two-term consecutive enrollment, but will not be held against the student if skipped. CU Denver agrees to pay this commission within 30 days after receipt of the student's full tuition payment and all other CU Denver charges and after all student refund dates have passed. CU Denver will only make payment on student accounts that have been paid in full. CU Denver commission payments are limited to a student's first two full-time consecutive academic terms at CU Denver. Part-time university study and the second of two non-consecutive terms of enrollment are non-commissionable. If the student re-enrolls at a later date, commission fees are not paid to the **AGENT**.

Pathway Students

AGENTS who recruit students who first enroll in the ESL Academy and then enroll in a degree program will receive commission according to the details outlined above for both ESL Academy and the first degree-program of study.

Preferred Component

All international students enrolling at CU Denver are subject to institutional English language proficiency tests regardless of submitted TOEFL or IELTS scores. One possible result of the institutional English language proficiency test may be mandatory placement in the CU DENVER ESL Academy if the student's English aptitude

does not meet admissions requirements. CU Denver will promptly notify **AGENT** should this occur with an estimate of the student's duration of the ESL Academy study. Commissions will be paid on up to two consecutive terms in the ESL Academy.

No additional compensation outside of commission will be made to **AGENT** for any purpose, including but not limited to: marketing, advertising, visiting campus, or personnel expenses incurred in the performance of this agreement.

Student Tracking and Invoice Verification

AGENT will not be regarded as having recruited a student under this agreement unless:

1. **AGENT** submits the student's application materials for enrollment accompanied by the CU Denver cover-sheet (See Appendix A);
2. **AGENT** submits evidenced of informed consent from the student that acknowledges weather, location, reputation, etc., regarding study at CU Denver; and,
3. **AGENT** provides a full list of the recruited students at the start of each term for CU Denver to verify prior to any commissions being paid.

CU Denver will verify these names against internal records. Upon receipt of the cover sheet, CU Denver will flag **AGENT** students in CU's student information system for tracking purposes. After verifying that these students have been recruited solely through engagement with **AGENT**, and after tuition has been paid in full, commission will be paid. In the event of a dispute the parties agree to submit their concerns in writing to CU Denver's Provost who will make a final, non-appealable decision.

No fee will be payable by CU Denver to the **AGENT** for a student who is online, out-of-state only.

No fee is payable by CU Denver to the Recruiter where:

1. A student recruited by the **AGENT** withdraws from his or her academic program or Intensive English Instruction prior to the completion of one (1) term; or
2. A student recruited by the **AGENT** is accepted by CU Denver but is not granted a visa.

No fee is payable by CU Denver in relation to a recruited student unless **AGENT** has submitted an invoice in relation to the student:

1. For an amount equal to the established commission for the academic program or Intensive English Instruction into which the student was accepted;
2. Containing the family name and given names of the student;
3. Containing the student identification number, term of enrollment, and the academic program enrolled in by the student;
4. Presented on the **AGENT's** letterhead, which shows current address, telephone, fax and email details of the **AGENT**; and
5. With an invoice number or reference and CU Purchase Order number.

See Addendum C for further details including reporting protocol.

Evaluation, Modification, Renewal, and Termination

This agreement, and the accompanying addenda and appendix to this agreement, constitute the entire agreement between **AGENT** and CU Denver with no agreements, contracts, or promises, written or oral, relating hereto. Any modification to or renewal of this agreement or the terms and conditions stated herein must be in writing and executed by both **AGENT** and CU Denver. Either party may terminate this agreement with or without cause by giving the other party a thirty (30) day written notification of intent to terminate.

Foreign Corrupt Practices Act

AGENT represents, warrants, and undertakes that it will comply with all applicable anti-bribery laws and regulations, including, without limitation, the U.S. Foreign Corrupt Practices Act of 1977, as amended, or the U.K. Bribery Act of 2010, as amended, or Chinese law, as amended, and shall not cause the University of Colorado nor its employees to be in breach of any applicable anti-bribery laws.

Without limiting the generality of the foregoing, in performing the Services under this Agreement, neither **AGENT** nor any of its officers, directors, employees, agents or other representatives will pay, offer or promise to pay, or authorize the payment of, any money, or give or promise to give, or authorize the giving of, any services or anything else of value, either directly or through a third party, to any official or employee of any governmental authority or instrumentality, or of a public international organization, or of any agency or subdivision thereof, or to any political party or official thereof or to any candidate for political office, or to any other entity, person or entity, corruptly for the purpose of (a) influencing any act or decision of that person in his/her official capacity, including a decision to fail to perform his/her official functions with such governmental agency or instrumentality or such public international organization, or such political party, or any other entity, person or entity, or to perform such functions improperly, (b) inducing such person to use his/her influence with such governmental agency or instrumentality or such public international organization or such political party, or any other entity, person or entity to affect or influence any act or decision thereof, (c) obtaining, or retaining business, or (c) securing any improper advantage. **AGENT** warrants and promises that neither it nor any of its officers, employees, directors or agents has made, prior to the date of this Agreement, any offer, payment, promise, gift or authorization of the sort described above.

AGENT will immediately notify CU Denver if, at any time during the Term of this Agreement, **AGENT's** circumstances, knowledge or awareness changes such that **AGENT** would not be able to repeat the warranties and agreements set out above.

Non-discrimination

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

Liability

Each party to this contract agrees to assume liability for the wrongful acts or omissions of its employees or **AGENTS** while they are functioning within the scope of their employment or agency. Each party further agrees to maintain adequate insurance coverage for such liability either through commercial insurance or statutory self-insurance coverage. **AGENT** is an independent contractor. Neither **AGENT**, its officers, employees nor agents are employees agents of the University of Colorado Denver. The Parties specifically understand and agree that nothing contained in this agreement shall be construed as an express or implied waiver by CU Denver of its governmental immunity or of the governmental immunity of the State of Colorado, as an express or implied acceptance by CU Denver of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., as a

pledge of the full faith and credit of the State of Colorado, or as the assumption by CU Denver of a debt, contract or liability of the **AGENT** in violation of Article XI, Section 1 of the Constitution of Colorado. In particular, CU Denver cannot indemnify, defend or hold **AGENT** harmless from and against any third party claims.

In witness whereof, the parties hereto have executed this document as a statement of their agreement by signing below on the date indicated.

**AGENT and
The University of Colorado Denver**

Executed for
AGENT

Executed for
The Regents of the University
of Colorado , a body corporate,
contracting on behalf of the University
of Colorado Denver

on this day _____

on this day _____

Gary R. Bergman

PSC Purchasing AGENT

ALL CONTRACTS MUST BE APPROVED BY THE UNIVERSITY CONTROLLER

This Contract is not valid until signed and dated below by the University Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the University of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

**ASSISTANT VICE PRESIDENT/UNIVERSITY CONTROLLER:
ROBERT C. KUEHLER**

By _____

Date

For University of Colorado Denver campus only:

APPROVED AS TO FORM:

By: _____
Special Assistant Attorney General

Addendum A - UNIVERSITY OF COLORADO SPECIAL PROVISIONS.

These Special Provisions apply to all contracts except where noted in *italics* and Special Provisions 10 and 11 have no application outside of the United States of America. All references to "Contractor" shall be deemed to be references to AGENT.

1. CONTROLLER'S APPROVAL. This contract shall not be valid until it has been approved by the University Controller.
2. FUND AVAILABILITY. Financial obligations of the University payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
3. GOVERNMENTAL IMMUNITY. No term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, of the Colorado Governmental Immunity Act, CRS §24-10-101

et seq., or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 et seq., as applicable now or hereafter amended.

4. **INDEPENDENT CONTRACTOR.** Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any AGENT or employee of Contractor shall be deemed to be an AGENT or employee of the University. Contractor and its employees and AGENTS are not entitled to unemployment insurance or workers compensation Benefits through the University and the University shall not pay for or otherwise provide such coverage for Contractor or any of its AGENTS or employees. Unemployment insurance Benefits will be available to Contractor and its employees and AGENTS only if such coverage is made available by Contractor or a third *Party*. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this contract. Contractor shall not have authorization, express or implied, to bind the University to any agreement, liability or understanding, except as expressly set forth herein. Contractor shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the University, and (c) be solely responsible for its acts and those of its employees and AGENTS.
5. **COMPLIANCE WITH LAW.** Contractor shall strictly comply with all applicable federal and state laws, University policies, procedures, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.
6. **CHOICE OF LAW.** Colorado law, and procedures and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this contract. Any provision included or incorporated herein by reference which conflicts with said laws, procedures, and regulations shall be null and void. Any provision incorporated herein by reference which purports to negate this or any other Special Provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this contract, to the extent capable of execution.
7. **BINDING ARBITRATION PROHIBITED.** The University of Colorado does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in this contract or incorporated herein by reference shall be null and void.
8. **EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST.** CRS §§24-18-201 and 24-50-507. The signatories aver that to their knowledge, no employee of the University has any personal or beneficial interest whatsoever in the service or property described in this contract. Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Contractor's services and Contractor shall not employ any person having such known interests.
9. **VENDOR OFFSET.** [*Not Applicable to Intergovernmental Agreements*] If required by CRS §24-30-202.4 (3.5), the University Controller may withhold payment under the state's vendor offset intercept system for debts owed for: (a) unpaid child support debts or child support arrearages; (b) unpaid balances of tax, accrued interest, or other charges specified in CRS §39-21-101, et seq.; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) amounts required to be paid to the Unemployment Compensation Fund; and (e) other unpaid debts owing to the state as a result of final Agency determination or judicial action.
10. **PUBLIC CONTRACTS FOR SERVICES.** CRS §8-17.5-101. [*Not Applicable to agreements relating to the offer, issuance, or Sale of Securities, Investment Advisory Services or Fund Management Services, sponsored projects, Intergovernmental Agreements, or information technology services or products and services*] Contractor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this contract and will

confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this contract, through participation in the E-Verify Program or the Department program established pursuant to CRS §8-17.5-102(5)(c), Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. Contractor (a) shall not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed, (b) shall notify the subcontractor and the University within three days if Contractor has actual knowledge that a subcontractor is employing or contracting with an illegal alien for work under this contract, (c) shall terminate the subcontract if a subcontractor does not stop employing or contracting with the illegal alien within three days of receiving the notice, and (d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the University a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If Contractor fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., the University may terminate this contract for breach and, if so terminated, Contractor shall be liable for damages.

11. PUBLIC CONTRACTS WITH NATURAL PERSONS. CRS §24-76.5-101. Contractor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she (a) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (b) shall comply with the provisions of CRS §24-76.5-101 et seq., and (c) has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this contract.

Addendum B – Prohibited Programs for Agency Recruitment

Generally, degree programs awarded by the CU Denver | Anschutz Medical Campus and all Extended Studies Programs are not subject to this agreement unless revised in writing by the Associate Vice Chancellor of Academic Resources and Services and the Associate Vice Chancellor, Budget and Finance.

A list of programs will be provided to the **AGENT** for recruitment and commission purposes.

Programs that are not subject to commission include, but are not limited to:

- Extended Studies Programs
- Programs at the CU Anschutz Medical Campus

Addendum C – Student Tracking and Invoice Verification

AGENT will not be regarded as having recruited an enrolled student under a CU Denver agreement unless:

1. The **AGENT** submits the student’s application materials for enrollment accompanied by the CU Denver cover sheet in accordance with application deadlines;
2. The **AGENT** submits an acceptance by the student of any Letter of Offer from CU Denver for a place in an academic program and/or the ESL Academy in accordance with CU Denver’s International Student and Scholar Services timelines; and,
3. The **AGENT** provides a full list of the recruited students during the first week of each term for CU Denver to verify. Commissions will be paid after census date.

In turn, CU Denver will verify these names against internal records. Upon receipt of the cover sheet, CU Denver will flag **AGENT** students in CU’s student information system for tracking purposes. After verifying that these students have been recruited solely through engagement with **AGENT**, and after completion of one full semester, commission will be paid. In the event of a dispute the parties agree to submit their concerns in writing to CU Denver’s Provost who will make a final, non-appealable decision.

Commission Verification

Commission verification will be performed in the following ways:

1. CU Denver will verify that these students have been recruited solely through engagement with the **AGENT**. The CU Denver International Admissions team will compare the list of names on the **AGENT’s** invoice against:
 - (a) Purchased SAT names that received strategic messaging directly from International Admissions.
 - (b) Purchased TOEFL names that received strategic messaging directly from International Admissions.
 - (c) Prospects gathered through virtual fair engagement with vendors such as College Week Like.
 - (d) Prospects gathered through secondary school visits by International Admissions staff.
 - (e) Students who enrolled from secondary schools that received strategic mailings and e-communications.
 - (f) Prospects gathered through visits to domestic community colleges or comparable programs abroad by International Admissions staff.
 - (g) Any other International Admissions recruitment activity that would yield prospective students.

Commission Payments

No commission will be payable by CU Denver to the **AGENT** when the student is recruited through CU Denver’s own programs for recruitment of students unless otherwise noted.

No commission will be payable by CU Denver to the **AGENT** when the student enrolls in any distance education course unless otherwise noted.

No commission will be payable by CU Denver to the **AGENT** where:

1. A student recruited by the **AGENT** withdraws from his or her academic program or Intensive English Instruction prior to the census date of the first semester/session; or
2. A student recruited by the **AGENT** is admitted to CU Denver but is not granted a visa to enter the United States.

No commission will be payable by CU Denver in relation to a recruited student unless the **AGENT** has submitted an invoice in relation to the student:

1. For an amount equal to the established commission for the academic program or Intensive English Instruction into which the student was admitted;
2. Containing the family name and given names of the student;
3. Containing the student identification number, term of enrollment, and the academic program enrolled in by the student;
4. Presented on the **AGENT's** letterhead, which shows current address, telephone, fax and email details of the **AGENT**; and
5. With an invoice number or reference and CU Purchase Order number.

Routine Reporting

To ensure the accuracy of enrollment and commission payment data, a number of routine reports will be scheduled and delivered to an established audience on a set timeline.

1. Agency Degree-Seeking Recruitment & Commission Report - The **AGENT** provides a full list of the recruited degree-seeking students for CU Denver to verify.
 - (a) Source: **AGENT**
 - (b) Audience: CU Denver International Admissions
 - (c) Timeline: First week of each Fall and Spring term
2. Agency ESL Academy Recruitment & Commission Report - The **AGENT** provides a full list of newly recruited ESL Academy students for CU Denver to verify.
 - (a) Source: **AGENT**
 - (b) Audience: CU Denver International Admissions
 - (c) Timeline: First week of each session
3. International Admissions **AGENT** Report – A comprehensive report clearly documenting student type, agency source, and commission owed.
 - (a) Source: CU Denver International Admissions
 - (b) Audience: **AGENT**, with copy to CU Denver Office of International Affairs and CU Denver Office of Budget and Finance
 - (c) Timeline: Following census week of each ESL session and following census week of each Fall and Spring term

(To be amended to suite each AGENT partner)

AGENT LOGO
AGENT Contact Information



University of Colorado
Denver | Anschutz Medical Campus

University of Colorado Denver
International Admissions
Campus Box A005/141
P.O. Box 173364
Denver, CO 80217-3364

303.315.2384 office
303.315.2389 fax

application@ucdenver.edu
internationaladmissions.ucdenver.edu

CU Denver Application from
AGENT

Applicant Identification Information:

Given Name: _____

Family Name: _____

CU Denver Student ID Number: _____

Date of Birth: _____

Start Term: _____

Degree Program: _____

Submitted By: _____ Date: _____

Items Enclosed:

- | | |
|--|--|
| <input type="checkbox"/> Secondary School Transcript (Mark Sheets) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> College/University Transcript (Mark Sheets) | <input type="checkbox"/> Writing Sample |
| <input type="checkbox"/> GRE (unofficial) | <input type="checkbox"/> Portfolio |
| <input type="checkbox"/> GMAT (unofficial) | <input type="checkbox"/> Resume |
| <input type="checkbox"/> TOEFL Scores (unofficial) | <input type="checkbox"/> Letter of Recommendation |
| <input type="checkbox"/> IELTS Scores (unofficial) | <input type="checkbox"/> Interested in applying to the ESL Academy |