



ENGLISH LANGUAGE INSTITUTE
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INFORMATION FOR RECRUITMENT CONSULTANTS

Thank you for your interest in becoming a **Recruitment Consultant** (RC) for the **English Language Institute** (ELI) at **Oregon State University** (OSU). In this document, you will find:

1. Information on how to become a Recruitment Consultant
2. Details describing the process used by Recruitment Consultants to help students apply and enroll
3. A Recruitment Consultant Application

BECOMING A RECRUITMENT CONSULTANT

STEPS TO FOLLOW:

STEP 1: Read the policies and procedures in this document.

STEP 2: Fill-out the Recruitment Consultant Application.

STEP 3: E-mail, mail or fax your completed application with information about your organization including:

- A. A company brochure and/or publications that describe your organization and operation.
- B. A list of consultants who will be advising students on behalf of the ELI.
- C. References: send the names and contact information of at least three schools or institutes represented for served by your organization.
- D. An accounting of all fees charged to enrolling students

STEP 4: After evaluating submitted materials, the ELI will set up a personal meeting or phone interview with an RC representative.

STEP 5: The ELI will make decisions on Recruitment Consultants based on application materials, past correspondence, and personal interview.

1. If approved, two copies of the formal agreement letters (or personal services contract) will be sent to the RC for signature and returned to the ELI for the Director's signature.
2. One copy will be retained by the ELI and the other will be mailed to the RC along with ELI program information.

PROGRAM POLICIES AND CONDITIONS

CRITERIA AND CONDITIONS FOR RECRUITMENT CONSULTANTS

The ELI will pay a 10% commission on the first term's tuition (only) for newly enrolled students referred by a Recruitment Consultant (RC). The following criteria apply:

1. The RC must be responsible for:
 - informing the students about all tuition and fees
 - informing the students about admissions requirements
 - gathering all application paperwork
 - explaining visa regulations and processes
2. The RC is responsible for all promotional expenses unless these are otherwise arranged with the ELI in writing.
3. The commission is payable only on the tuition for the student's first term of study. It is payable after the application has been processed, the tuition and fees have been paid in full, and after the withdrawal deadline has passed. No commission will be paid if and when the student continues to enroll for subsequent terms.
4. Upon request by the ELI, the RC will provide an individual accounting of all fees charged directly to enrolling students.
5. The RC will not have exclusive rights to a recruiting region.
6. The RC is authorized by the ELI to use brochures, posters and other promotional materials provided by the ELI.

The RC must understand that he/she represents only the ELI, not Oregon State University, and the commissions are payable only for English study.

FISCAL POLICY AND CONDITIONS

1. When tuition and fees have been paid and the student has maintained enrollment through the final withdrawal date, the ELI will compensate the Recruitment Consultant with a rebate equaling 10% of the first term's tuition.
2. Students must be made aware of the cost of tuition and fees for full-time English study. Any fees charged to students above those required by the ELI must be clearly designated as RC fees charged for services above and beyond services offered by the ELI. Any fees charged above regular fees must not be connected with, or said to be required by, the ELI.
3. Recruitment Consultants should make it clear to students that they (students) are free to submit applications themselves, and that the Consultant's fee is for service to the students only.

CANCELLATIONS AND REFUNDS

Once registered at the ELI, students are entitled to a refund as specified in the ELI withdrawal policy (see Attachment 1). The application fee and express mail cost are not refundable.

APPLICATION AND ADMISSION POLICY AND CONDITIONS

1. Students must be made aware of all admission requirements. A copy of the program fees must be given to each applicant at the time of application. Tuition and fees are subject to change on a yearly basis.
2. Students should not be under the impression that the ELI will only accept applications through Recruitment Consultants.
3. Students should not be advised or led to believe that Recruitment Consultants have any special means or connections to guarantee that students will get accepted to either the ELI or the degree-program at the specific college or university.
4. Students must be informed that admission to the ELI does not constitute admission to a degree program at Oregon State University. Completion of the ELI program can satisfy the linguistic proficiency requirement for undergraduate admission, but students must apply directly to the OSU Office of Admissions and show proof of academic qualifications in order to be admitted to the university. Applicants who are interested in pursuing a degree program after studying English must be made aware of the separate procedures of admission to OSU.

ADVERTISING

Any advertising initiated by Recruitment Consultants mentioning the ELI at OSU must be submitted to the Director of the ELI for approval prior to publication.

STUDENT APPLICATION AND ADMISSION PROCESS

Prospective students may apply to the ELI individually or through the Recruitment Consultant. If the student applies through a Recruiting Consultant, the RC:

1. Helps students fill out the application properly and witnesses their signature on the back of the application form
2. Collects from students the application fee and the express mail fee (if applicable)
3. Obtains an official transcript (if needed) and an official bank statement from students
4. Stamps the RC's institutional seal at the top of the application
5. Sends the application materials, including academic records and payment for all application fees, to the ELI.

Upon the receipt and approval of the admission materials, the ELI will send a letter of admission, an I-20 and arrival information within 10 days of receiving the complete application packet.