

## **From Admission to Commission:**

### **A step by step procedural guide**

Once you have identified that Seattle Central is a good match for your client's educational and social needs, you will work with the student and the International Education Programs Office in many ways. Following is a brief description of the expectations of student, agent, and Seattle Central:

1. Agency completes and submits Global Marketing Agreement Application (online) to begin working with Seattle Central Community College on a commission basis.
2. Agent works with the student to complete and submit the student's admission application, either online or by mail. Use Application Checklist (see Program Handbook or website) to assist you as you submit supporting documents. Application fee may be paid by cashier's check, bank foreign draft, US personal check or bank certified draft payable to Seattle Central in U.S. funds, or pay by credit card using the slip included on the information sheet and faxing or mailing it back with the application.
3. Seattle Central issues the acceptance letter, I-20, and orientation materials and mails these documents via Express Mail to the agency. There is no charge to your agency or the student for this service.
4. Student/agent makes appointment/arrangements to obtain visa in home country.
5. Student/agent arranges housing and airport pickup if applicable (Seattle Central does not provide on-campus housing; see Program Handbook or website for the names and contact information for three homestay agencies in Seattle.)
6. Agent provides student with orientation information. A reasonable orientation program should include:
  1. the student's Seattle Central orientation schedule
  2. information on the student's host family and homestay expectations
  3. phone numbers for the host family agency, if applicable
  4. the name of the person picking the student up at the airport, if applicable
  5. logistical information about setting up life in Seattle (banking information, for example)
  6. some idea of our campus and how our academic programs will work so that the students have appropriate expectations when they arrive (see Frequently Asked Questions, on website or in agency section of website, for more information).
7. Student/agent makes arrangements to pay for the student's first quarter at Seattle Central prior to leaving home country. Tuition and fees are due within seven business days from the date you first register for classes. Tuition is due immediately if a student registers for classes on or after the first day of the quarter. Late payments may result in a student's inability to register for classes or use campus facilities.
8. Student arrives at Seattle Central and takes placement exam(s). Student registers for classes and pays fees. Payment for classes is made in-person by cash, check, money order, or credit card (Visa, MasterCard, or Discover).
9. Commissions are processed each quarter once the add/drop period for the students has passed. Agencies can expect to receive a wire transfer or bank check for their commission approximately eight weeks from the beginning of the academic quarter. Global Marketing Agreements and Certificates of Partnership are issued to agents after placing their first student at Seattle Central in accordance with policies and procedures.