Administrative Procedure

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Subject: PAYMENT FOR SERVICES FOR INTERNATIONAL REFERRAL OF STUDENTS IN NON-CREDIT SELF-SUPPORT PROGRAMS OFFERED THROUGH EXTENDED EDUCATION

1.0. PURPOSE:

To establish the policy and procedures related to the payment for services provided by educational placement agencies that refer students to enroll in non-credit self-support programs offered through the Division of Extended Education (EE), including the non-credit English Language Program (ELP).

2.0. ORGANIZATIONS AFFECTED:

The Divisions of Academic Affairs, Administration and Finance, and Extended Education.

3.0. REFERENCES:

3.1. Education Code, Sections 89704, 89708, and 89721.

3.2. Executive Order 255, Provisions Governing Implementation of the Continuing Education Unit Within the California State University and Colleges.

3.3. Executive Order 648, Delegation of Fiscal Authority and Responsibility.

3.4. Executive Order 794, Financial Management of Extended Education.

3.5. Executive Order 795, Procedures Governing Self-Supporting Programs Outside the State of California, Conducted Through the Continuing Education Revenue Fund or Local Trust Accounts.

3.6. Executive Order 1034, The California State University Student Fee Policy and Miscellaneous Course Fee Delegation of Authority.

4.0. POLICY:

Compensation in the form of payments for services may be paid to registered educational placement agents or agencies for referral of students that enroll in non-credit self-support programs offered through Extended Education. General Fund monies will not be used for such purposes.

Approved: _____ **Date:** _____

4.1. Terms of Agency Agreements

4.1.1. Educational placement agencies must register on an annual basis by submitting to EE an Educational Placement Agent/Agency Registration Form (Appendix 8.1.) and a Vendor Data Record form (STD. 204).

4.1.2. Only registered educational placement agencies will be eligible to receive payments under the terms of these agreements.

4.1.3. Registered educational placement agencies are required to sign a Referral Services Contract (Contract) (Appendix 8.2.) acknowledging and agreeing to the terms of compensation and the other elements of its working relationship with EE. All agency relationships are granted on a **non-exclusive basis** unless compelling factors warrant otherwise. Each Contract must be approved by the approving authority.

4.1.4. Payments for providing services for referral will be paid only during the referred students' first two consecutive terms of enrollment in the ELP and only after students have continued as enrolled ELP students through the end of the fifth week of each of these terms.

4.1.5. Any one individual will qualify as a referred student only once.

4.1.6. Registered educational placement agencies will be required to agree to conform to the National Association of Foreign Student Advisers (NAFSA) Statement of Ethics for International Educators (Appendix 8.3.).

4.1.7. In determining whether to accept the registration of an agency, the approving authority will consider the current capacity and needs of ELP, the programmatic benefits in terms of ELP enrollments to be derived from the geographical area represented by the agency, and any other pertinent issues relevant to the administration of the ELP.

4.1.8. Payments will only be permitted for the referral of students who are non-U.S. residents.

4.2. Funding Sources

Agency payments shall be paid solely from CERF funds generated by EE, including, but not limited to, the ELP program itself. No payments shall be made from General Fund Appropriations, Special Funds, or Auxiliary Organization Funds.

5.0. DEFINITIONS:

5.1. Approving Authority—The campus administrator to whom approval authority for a specific purpose has been delegated.

5.2. CERF funds—Continuing Education Revenue Funds, as authorized by (Education Code 89721, EO 255 & 794).

5.3. Payment for Services – A payment to compensate an educational placement agency for its administrative costs and time in counseling international students on their selection of schools and/or programs for study in the U.S. For this purpose, "tuition" shall mean the basic cost of quarterly language instruction in the ELP program, and shall exclude additional fees, such as the University Health Center Fee and the premium for health insurance which may be required of registered ELP students as a condition of their attending the program.

5.4. Educational Placement Agent/Agency – A business organization or sole proprietor, whether or not licensed or certified by any State, local, or international government, governmental agency, or other certifying organization, whose business consists of counseling and assisting international students in applying to and enrolling in university programs within the United States.

5.5. Registered Educational Placement Agency – A business organization or sole proprietor as defined in 5.4. above that has registered with EE by submitting an Educational Placement Agent/Agency Registration Form and a Vendor Data Record form, as specified in 4.1.1. above.

5.6. Referred Student – An international student who has contracted with an educational placement agency to assist with application to and enrollment in the ELP, whether or not such student intends to, or has, applied to CSULA.

6.0. RESPONSIBILITIES:

6.1. Expense Claimant will:

6.1.1. Submit to EE Departmental Administrator an Educational Placement Agent/Agency Registration Form (Appendix 8.1.).

6.1.2. Submit a written invoice for payment in the format of Appendix 8.4. that specifies:

a) the name and birth date of the student(s) for whom payment for services is sought;
b) the quarter the student first enrolled in ELP; and,
c) the quarter for which the payment is sought.

6.2. Department Administrator will:

6.2.1. Complete and submit a purchase requisition to the Procurement Office for services estimated due from specific educational placement agencies or agents during the University's fiscal year.

6.2.2. Process a Direct Payment Request for those educational placement agencies or agents which may not be referred to on the purchase

requisition referred to in 6.2.1. above, e.g., because such agents have registered with the EE after the purchase requisition was sought.

6.2.3. Review all submitted invoices to verify the information required in the invoice described in 6.1.2. above; and complete a Departmental Verification for Payment Form in the format specified in Appendix 8.5.

6.3. Procurement Office will:

6.3.1. Ensure that all purchase requisitions for payment for services have specified the educational placement agencies with whom the EE has a registration form and that they are accompanied by a copy of the registration form.

6.3.2. Review all purchase orders for conformance to this payment policy.

6.4. Approving Authority will:

6.4.1. Review and approve or deny the Request for Payment form.

6.4.2. Notify the person or organization of the disposition of the request.

7.0. PROCEDURES:

7.1. Department Administrators will provide the necessary Registration forms to all prospective Educational Placement Agents and Agencies, and shall vet such forms according to the guidelines set forth in 4.1.7. of this policy.

7.1.1. The Director of Procurement or other authorized University official shall execute a Contract with those Agents or Agencies which meet the guidelines, and shall keep the original Contract on file in the Office of EE. As appropriate, a cover letter may accompany the Contract which accepts an agent or agency to act on behalf of the EE on a non-exclusive basis.

7.1.2. Department Administrators shall seek approval of payment requisitions from the Procurement Office for the estimated payments that will become due on a specific Contract during the remainder of the University's fiscal year. Such payment requisitions shall be subject to Vice Presidential/Provost approval if the amount should exceed Twenty-Five-Hundred Dollars ($ 2,500.00).

7.1.3. Department Administrators shall carefully review invoices or other written requests for payment of services and shall forward the Verification Form together with the Request for Payment form to the approving authorities.

7.2. The Chief Fiscal Officer/Vice President for Administration and Chief Financial Officer or designee is designated as approving authority, and as such will either approve or deny the Request for Payment form.

7.3. Claimants will:

7.3.1. Complete all necessary paperwork, specifically to include completing a registration form and signing the Contract, prior to performing any services under this policy.

7.3.2. Ensure that all of their activities are in conformance with this policy, including the ethical standards specified herein.

7.3.3. Submit a complete, written invoice requesting payment.

8.0. APPENDICES:

8.1. Educational Placement Agent/Agency Registration Form.

8.2. Template for Referral Services Contract.

8.3. NAFSA's Statement of Ethics for International Educators.

8.4. Sample of Service Invoice.

8.5. Departmental Verification for Payment Form.