



William Paterson University of New Jersey
Office of International Admissions
300 Pompton Road Wayne, NJ 07470 • USA
international@wpunj.edu
www.wpunj.edu/international
Tel: +1 973.720.3578

International Recruitment Partner Agreement
Undergraduate & Graduate Main Campus Degree Programs

The following parties are entering into this agreement:

William Paterson University of New Jersey
300 Pompton Road
Wayne, NJ 07470 USA
Tel. (973) 720-3578
international@wpunj.edu
www.wpunj.edu/international
Hereafter referred to as the University

AND

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
Hereafter referred to as the Partner

1. The Partner shall:

- a. Promote the undergraduate and graduate main campus academic programs offered by the University (this agreement excludes WP Online).
b. Collect university application materials and submit completed applications in a timely fashion to the University for review.
c. Not be considered the sole representative for the University, as this is not an exclusive agreement.
d. Be considered an independent contractor and is not considered an employee of the University.
e. Not use University logo, photographs or other images without prior, written approval by the University.
f. Not represent or make promises regarding services, admission decisions, scholarships or programs on behalf of the University.
g. Clearly delineate the agent fees it charges clients from all fees assessed by the University, and will not include agent fees as part of the University's tuition or fees.

2. The University shall:

- a. Provide the Partner with information about stated academic programs.
b. Support and follow up in a timely fashion to provide the Partner with promotional materials, inquiry responses, application and SEVIS Form I-20 processing, etc.
c. Compensate the Partner with commission per student as outlined in Section 3.

### **3. Commission Terms**

- a. Undergraduate and Graduate Programs Rates**
  - i.** University will pay Partner a commission fee for students paying University non-resident for-credit tuition equal to fifteen (15%) percent of the non-resident tuition rates after scholarships and aid for each Partner student who has arrived and paid their full tuition and fees owed after scholarships/grants for the semester for which they have registered.
- b. Commission and Payment Details**
  - i.** The University is responsible for collecting all tuition and fees directly from students and remitting commission to the Partner.
  - ii.** The period during which the Degree-Seeking or Non-Degree-Seeking Student is a Commissionable Student shall not exceed two consecutive full-time academic semesters. This includes short-term academic study international students.
  - iii.** Commission payments for students may begin to be processed four (4) weeks after the University census date each semester.
  - iv.** Commission payments cannot be made until all student balances are paid in full to the University.
  - v.** The Partner must submit an itemized invoice to the University before commission payments may be processed.
  - vi.** Any variations or other arrangements must be specific in the notes section of this agreement.

### **4. Application, Admission & Scholarship Information**

- a.** Students must submit all required application materials and meet established admission criteria set for their academic program of interest. Partners are not permitted to guarantee admission to any undergraduate or graduate academic program.
- b.** Degree-seeking international students may be eligible for partial, merit-based academic scholarships. Information on these scholarships, including eligibility criteria, may be found on the William Paterson University website and may be subject to change.
- c.** Undergraduate transfer and graduate applicants are required to submit a course-by-course credit evaluation of previously attended higher education institution transcripts to verify authenticity and Grade Point Average (GPA). Such evaluations will be accepted only when received directly from a NACES or AICE accredited evaluation service. Applicants are responsible for the costs associated with any required transcript evaluation.

## **5. Other Terms**

- a. This agreement will be valid for \_\_\_\_\_ from the date it is signed by both parties. This agreement will be automatically extended and renewed after this period for up to \_\_\_\_\_, as long as the Partner has enrolled at least one (1) full time international student in any of the University's eligible academic programs.
- b. This agreement may be cancelled at any point within 90 days of receipt of written note from either party.
- c. It is agreed that neither the University nor the Partner assumes any liabilities whatsoever for the other, directly or indirectly.
- d. Partner and University each agree to grant a non-exclusive, non-transferable and royalty free reciprocal license to the other in order that each party may use the other party's names, logos, images and URL links for the purpose of program development, promotion, recruitment and general marketing in print and electronic format, while in adherence to all of University's Brand Strategy and Graphic Guidelines (<https://www.wpunj.edu/mpr/>).
- e. The parties are independent contractors of one another and not employees. This agreement does not create a relationship or joint venture between the University and Partner in any other way. Partner will pay all applicable state, local, and federal taxes associated with this Agreement. Partner acknowledges that the University shall have no responsibility to provide insurance or other fringe benefits normally associated with employee status.
- f. The parties represent and warrant to each other that they are aware of the requirements of the United States Foreign Corrupt Practices Act (the "FCPA") and that they will not, and will not allow their owners, employees, representatives, officers, directors, contractors or other agents to take any action in connection with this Agreement or any separate Activity Agreement to provide, offer or promise to provide, or authorize the provision directly or indirectly of, any money, gift, loan, service or anything of value to (i) any government official (or any agent, employee or family member thereof), (ii) any political party or candidate for political office, or (iii) any person, while knowing that all or a portion of such money or thing of value will be offered, given or promised, directly or indirectly, to any of the foregoing in (i) or (ii), for the purpose of obtaining or retaining business or funding, to direct business or funding to any person or entity, or to secure any other improper advantage.

## **6. Specific Notes Regarding This Agreement**

**Agreed and Signed by:**

---

**Richard Helldobler, PhD**  
*President*

---

**Kirsten Loewrigkeit, CPA**  
*Vice President for Finance & Administration,  
and Chief Financial Officer*

---

**George F. Kacenga**  
*Vice President for Enrollment Management*

---

Date

---

Partner Official's Signature

---

Partner Official's Name

---

Partner Official's Title

---

Date