WAIKATO INSTITUTE OF EDUCATION

HOW TO CLAIM COMMISSION (FOR AGENTS)

As a Recruitment Agent for WIE, you are eligible to claim commission for every international student you successfully enrol at WIE. We have prepared this information to make the commission payment procedure as simple and efficient as possible.

In order to claim your commission, you must send WIE an invoice within 6 months of the student's enrolment. Your invoice should be on company letterhead and needs to include the following:

Agent's details
- Company/Agent name
- Physical Address
- Contact phone
- GST/VAT number (if registered as a company)

Student's details
- Name
- Date of birth
- Student ID number
- Course start date
- Amount of commission claimed

Bank details for payment
- Account name (MUST match Company name)
- Account number
- Bank name
- Bank address
- Swift code (if bank is overseas)

Email your invoice to marketing@wie.ac.nz, fax to +647 838 2453 or drop it off at our school office in person. The invoice will be cross-checked and payment will be processed after the student is two weeks into his/her enrolment. Please allow up to 10 working days for processing.

IMPORTANT NOTES:

- Commission is payable on **tuition fees** of **international student** enrolments only.
- Invoices must show GST Registration number where applicable, as well as your complete and current banking details to avoid unnecessary payment delays.
- Commission **must be claimed within 6 calendar months of the student's start date**. If commission is not claimed within this period the commission will be forfeited.
- WIE is under no obligation to pay commission if it is not indicated on the student's application form that you are representing the student, or if the student withdraws from their course within the official refund period.

Please refer to WIE's Commission Payment Policy on page 4 of the Recruitment Agent Agreement for full conditions.

If you have any queries regarding the commission payment process, please email us at marketing@wie.ac.nz.