

CIEP HANDBOOK

FOR AGENTS, PARTNERS, AND REPRESENTATIVES



UNI

**University of
Northern Iowa®**

Culture & Intensive
English Program

CONTENTS

WELCOME	03
ASSOCIATE INFORMATION	05
Becoming an official agent, representative, or partner	07
Responsibilities, communication, and services	08
Commission	10
CULTURE & INTENSIVE ENGLISH PROGRAM (CIEP) INFORMATION	13
CIEP mission, facts, programs & activities	14
Admission	16
Special Programs	17
UNIVERSITY OF NORTHERN IOWA INFORMATION	18
Mission and student services	20
Facilities, housing, insurance, student employment	22
RESOURCES	24

WELCOME

Greetings from CIEP!

In this handbook, information is being provided by the CIEP to foster better partnerships between us and our educational consultant partners. It is our belief that by clearly stating our business practices and details regarding our work with agencies and educational consultants, each partner can have a better understanding of our needs and goals for attracting students to the Culture and Intensive English Program and possibly the University of Northern Iowa.

Included in these pages you will find information about becoming an official agent, representative or partner of CIEP, your responsibilities, the services offered to you in addition to information about the CIEP and University of Northern Iowa. I trust that this information will be helpful and welcome inquiries and submissions of new Preliminary Agent/ Consultant Questionnaires for those interested in becoming our partners.

Sincerely,



Carolina Coronado-Park
CIEP Director



ASSOCIATE INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

- + Getting Started: Becoming an agent, partner, or representative
- + Services, communication, and responsibilities
- + Commission rates and payments



ASSOCIATE INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

GETTING STARTED BECOMING AN OFFICIAL CIEP AGENT, PARTNER, OR REPRESENTATIVE

The CIEP welcomes agreements with institutions, agencies, and individuals who are interested in representing and promoting the University of Northern Iowa Culture & Intensive English Program (CIEP). We value having the best consultants represent our program. Therefore, there are four simple steps to becoming an official partner, agent or representative of our program.

- 1. Complete the Preliminary Questionnaire for Agents & Educational Consultants**

The questionnaire is available on our website [here](#). Please allow 7-10 business days for review of the questionnaire.

- 2. Complete a Standard Authorized Representative Agreement**

Once the Preliminary Questionnaire has been reviewed and accepted, CIEP will send a Standard Authorized Representative Agreement. This agreement will be valid for two years and is renewable for an unlimited amount of terms.

- 3. Complete the Vendor Application and Supplier Setup and Certificate of Foreign Status forms**

Upon receipt of the signed Standard Authorized Representative Agreement, CIEP will send you two forms to be completed. These forms allow CIEP to pay commission and defer tax withholdings. Copies of the latest forms can be downloaded from the following websites:

Supplier Form: <https://obo.uni.edu/accounts-payable/supplier-information>

Foreign Status Tax Form: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Instructions: <http://www.uni.edu/obo/purchasing/supplier-information-faq>

- 4. Receive your CIEP Agent or Representative Certificate**

The CIEP will send you a certificate acknowledging the signed agreement. A new certificate will be sent every two years, upon renewal of the agreement.

ASSOCIATE INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

RESPONSIBILITIES

As part of an official agreement, the CIEP holds all affiliates (partners, agents, representatives) responsible for the following:

- Attend a training once per year and review the CIEP Student Handbook regularly
- Be familiar with and adhere to local laws relevant to their practices including rights to privacy laws
- Maintain confidentiality of records, notes, and information about CIEP
- Provide students with consistent, accurate, and up-to-date information about CIEP
- Counsel students to abide by application requirements and deadlines
- Be clear and honest about the scope of services
- Disclose all information about fees, deadlines, refunds and costs to students
- Do not guarantee admission to undergraduate or graduate degree programs at UNI
- Do not use disparaging comparisons of other programs and CIEP
- Provide students information about the CIEP's policies and academic probation system
- Do not coerce students into choosing CIEP
- Complete the CIEP Agent Survey for every CIEP session.

SERVICES & COMMUNICATION

Throughout your agreement with CIEP, the following services are available to you:

- Regular correspondence about latest developments in the CIEP or University
- Tri-annual bulletins for agents, partners, and representatives sent via email
- Annual video conference calls with the CIEP staff
- Promotional materials like brochures, applications, shipped free
- Free liaison services with the University's International Admissions Office
- Arrangement of transportation services for students
- Free lodging and coordination of campus visits by agent
- Free communication services between student and agency including zoom and email
- Priority to meet CIEP and UNI representatives at fairs

ASSOCIATE INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

COMMISSION INFORMATION

Receiving Commission

To receive commission, the agent or educational consultant must:

- Have a valid and signed standardized agreement with the CIEP
- Have completed a Vendor Application and Supplier Setup Form and Certificate of Foreign Status for tax withholding purposes.
- Submit an invoice to the CIEP with the following:
 - Company letterhead, name, address, email, and phone
 - Invoice number
 - Name of student or students
 - Indicates “consultation fee” for services rendered as well as the amount
 - The date the student(s) will start
 - How long the student(s) plan to enroll in CIEP
 - Bank’s name and account holder’s name
 - Submit invoice by email to ciep@uni.edu

Commission (consultation fee) is paid after the student(s) have enrolled, paid tuition and fees, and the CIEP has received an invoice.

Note that students who withdraw from CIEP during their first term should not be included on any invoice. Invoices must be sent to the CIEP office within 30 days of the student’s arrival.

Number of students placed by the agency in a single calendar year	Commission Rate
1-5	15% of regular program tuition for each student for the first 8-week session
6-10+	20% of regular program tuition for each student for the first 8-week session
Customized immersion short-term program	Commission for students placed into customized immersion short-term program is negotiated on a case-by-case basis.

Rates

The commission rates listed in the chart on page 11, apply only to agents and educational consultants affiliated with the Culture and Intensive English Program (CIEP). A commission will be paid for each full-time student who enrolls in the CIEP and pays their tuition and fees in full. However, students who withdraw from the CIEP during their first session are not eligible for tuition refunds.

Agents must submit an invoice to the CIEP which in turn pays the commission. On the invoice, the term “Consultation Fee” must be used for services rendered by the agency or educational consultant. The commission rates listed below are paid as a percentage of tuition for a single session only. Only the CIEP pays commission for its students. UNI Admissions Office does not pay commission fees. The CIEP does reserve the right to decline or defer student enrollment as stipulated in article three of the Standard Authorized Representative Agreement.

CIEP INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

- + Mission
- + Facts & Figures
- + Programs & Activities
- + Accreditation & Awards
- + Admissions
- + Special Programs



CIEP INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES



MISSION

The overall mission of the Culture and Intensive English Program (CIEP), which was established in 1982 at the University of Northern Iowa (UNI), is to provide International Students with quality intensive academic English language instruction and a cultural orientation to the United States in preparation for study at the University of Northern Iowa or other institution of higher learning. Through its many programs, events, and connections on and off-campus, the CIEP seeks to accomplish the following:

- Teach English for academic purposes to students already enrolled in academic programs of study or planning to enroll in academic programs at UNI or another college or university.
- Provide students with the cultural knowledge and awareness which they will need to function well both academically and socially.
- Inform students about options and opportunities for academic study at UNI and encourage them to apply for admission.
- Recruit international students to the UNI campus in order to develop cross-cultural opportunities and educational opportunities for both Americans and international students.
- Serve as a resource for faculty, staff, and students at UNI who are interested in international education or the teaching of English as a second language.

ACTIVITIES

The CIEP offers a variety of social and cultural activities for students. While enrolled in CIEP, students have the opportunity to participate in the International Friendship Program, Conversation Partner Program, Retired Seniors Volunteer Program, cultural lectures, class exchanges, international food potlucks, holiday celebrations, service-learning events, and even travel to cities in the Midwest. For more information about social and cultural activities, please visit: <http://www.uni.edu/ciep/activities>

CIEP INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

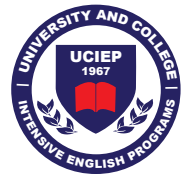
PROGRAM FEATURES

The CIEP offers quality intensive English instruction while also providing cultural orientation and social activities. CIEP has been proven as an outstanding program with a student satisfaction rate of 85%. In addition, students often share their experiences with others, leading to 82% of our students deciding to enroll based on referrals.



Here are just a few additional program features:

- Five levels of Reading, Listening/Speaking, Writing/Grammar courses
- Small class sizes
- Accredited by the Commission on English Language Program Accreditation
- Highly qualified, professional instructors
- Quiet, safe location
- University of Northern Iowa Student Housing
- Institutional TOEFL administration
- Elective classes such as pronunciation, business English and public speaking
- Photo ID for use at all UNI recreational, health, entertainment and academic centers
- New student orientation
- Social & cultural activities offered
- Trips to places such as: Minneapolis, Chicago, St. Louis, Dubuque, Des Moines and Iowa City



CIEP INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

CIEP ADMISSIONS

There are five simple steps to submitting a CIEP application. Applications can be submitted directly by the student, or can be sent through you, our associate. If you have any questions about the admission process, do not hesitate to contact Cristy Steffen at ciepadmissions@uni.edu. Please allow two weeks for application processing.

1. Determine Eligibility

To be eligible for the CIEP, students must:

- Be at least 18 years of age (Individuals under the age of 18, must meet additional requirements)
- Fulfill all requirements for their visa status.
- Have the ability to:
 - Fluently read and write in a first or native language.
 - Understand 1 to 2 sentences in speaking.
 - Read and understand 1 to 3 paragraphs in English with present, past, and future verbs.
 - Write sentences with be (is, am, are) and have and has. I can write questions with who, what, when, where, why and how.
 - Write with simple past of be (was, were) and regular verbs (-ed).

2. Complete the CIEP Application Form

Individuals must complete the CIEP application form on our website at: <http://www.uni.edu/ciep/apply>. Please advise all applicants to indicate that they were referred to CIEP through your organization on the application form.



CIEP INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

3. Submit a financial guaranty

As part of the I-20 application process, students must demonstrate proof of financial support. All financial documentation must be expressed in U.S. dollars. Two originals of these papers must be obtained so that one set of originals can also be presented at the U.S. Consulate along with the visa application. This can be done by submitting one of the following documents: bank statement, Affidavit of Financial Support, or scholarship letter. The financial guaranty may be from the applicant or from a sponsor of the applicant

- Bank Statement showing either personal funds or funds from an immediate family member outside of the United States accompanied by a letter assuming financial responsibility. Funds from parents inside the United States accompanied by a letter assuming financial responsibility. The bank statement must be from an officer of the bank or other financial institution in which the student or a family member has an account. The statement must show the date the account was opened and the total amount deposited for the past year.
- Affidavit of Financial Support (<http://www.uscis.gov/files/form/i-134.pdf>) from an individual sponsor (U.S. citizen or permanent resident) inside the United States. Proof of financial resources must accompany the affidavit. Forms can be downloaded from <http://www.uscis.gov/portal/site/uscis>.
- A scholarship letter from the sponsoring organization or government detailing the amount of support the student will receive.

4. Submit a passport copy

All applicants must submit a copy of his or her passport. The copy does not have to be in color, but must be legible. The passport must also be valid for a minimum of six months.

Pay the application fee

The application fee for CIEP is \$75.00. This can be paid by Flywire or credit card after completing your online application. Once you have successfully paid, please send us a copy or a screenshot of your receipt via email.

You can also pay in check or cash, only if you pay in-person.

Please read the following for specific instructions for each payment method.

- Flywire payment instruction can be found here: https://obo.uni.edu/sites/default/files/documents/new_payex_payer_guide.pdf
- Credit Cards are accepted online only. We cannot accept credit card information through email as it is not a secure site. Applicants can pay with a credit card during the online application process.

CIEP INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

CIEP IMMERSION PROGRAMS

The CIEP offers special short-term programs to student groups associated with partners, government agencies, institutions, and organizations. These customized Immersion Programs allow students to have the opportunity to study in an accredited intensive English language program, while also receiving instructions on English for specific purposes such as Business English, STEM, Health, Pedagogy, and U.S. American culture.

Course Information

Short-term special programs can be customized for three to six weeks in length for a group of 10-20 students. Programs can be tailored based on the specific needs and goals of the students. Based on their goals, students may also participate in Listening/Speaking, Writing, or Reading classes in addition to a special customized course.

How can I set up a customized special program for my group?

If you are interested in having a customized special program for a group within your university, college, high school, or organization, there are a few simple steps:

1. Email ciepadmissions@uni.edu to express your interest.
2. Please fill out this form <https://forms.gle/sY4Poa4MNnMxYvi3A>
3. After receiving a completed questionnaire, the CIEP will provide you with a customized proposal, estimated costs sheet, and a sample itinerary.
4. Upon your arrival of the proposal, the CIEP will send information about the admissions and pre-arrival process.

Contact Us

If you would like more information about our customized Immersion Programs designed for groups, please contact us at: ciepadmissions@uni.edu or by calling 319-273-2182.

Program Focuses

- Multiculturalism
- Business English
- U.S. American Culture
- STEM
- Public Health
- Education & Pedagogy
- Teaching English to Speakers of Other Languages (TESOL)

For more details, visit our website: <https://uni.edu/uni-ciep-customized-programs>

UNI INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

- + About UNI
- + Student Services
- + Facilities & Housing
- + Health Insurance
- + Student Employment



UNI INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES

The University of Northern Iowa (UNI), located in Cedar Falls, Iowa, was originally established in 1876 as a state teachers college. Evolution from a state college to a liberal arts university entailed a broadening of offerings, development of more specialized undergraduate and graduate programs, and greater emphasis on research and public professional services. UNI continues to lead nationally in the field of education, while also excelling in the areas of business, health, arts and design, and STEM. It also offers pre-professional programs and conducts research and extension programs to strengthen the educational, social, cultural, and economic development of Iowa and beyond. Hallmarks of UNI's service include faculty focused on teaching, supportive learning environments in- and outside the classroom, research opportunities for all students, and an accessible education — all on a perfectly-sized campus.



FACTS

- + Located in Cedar Falls, Iowa
- + Founded in 1876
- + Current enrollment: 8,500+
- + Students representing 60 countries
- + 160+ programs of study
- + Average class size is 26
- + 10 Residence Halls
- + 200+ student organizations and clubs
- + 96% of classes are taught by professors, not graduate students
- + Campus is 370 park-like hectares

Rankings:

- + Ranked second in the “Top Public Schools Regional University (Midwest)” category, according to *U.S. News & World Report*.
- + Ranked 17th in Best Value Colleges for International Students by *College Factual*.
- + Consistently ranked as a best business school by *The Princeton Review*.®
- + Ranked among the National Council for Home Safety and Security’s “Safest Campuses in America.”

UNI INFORMATION

FOR AGENTS, PARTNERS, AND REPRESENTATIVES



Housing, Room & Board

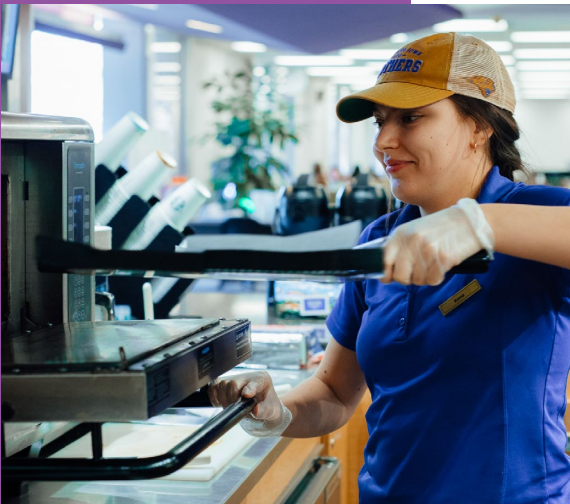
UNI offers nine residence halls with choices of traditional style, suit or apartment-style living. There are also facilities for laundry, mail, studying, recreation, and computer lab access conveniently located in the residence halls. Students also have the opportunity to eat in the dining centers on campus that offer choices including salad bars, deli, Halal (needs to request), stir fry and vegetarian options.

For more information, visit: <https://uhd.uni.edu/>.

Student Health Insurance Policy

All international students are required to purchase the UNI Student Health Insurance Policy (SHIP).

For more information visit: <https://wellbeing.uni.edu/student-health/insurance>.



Student Employment

Students have the opportunity to work on campus during their time at UNI. Many jobs and internships are available.

For more information, visit: https://careerservices.uni.edu/jobboard?_ga=2.20483704.1703969892.1624371834-49668533.1620667347

UNI Student Services

Students will have the opportunity to use all services provided to UNI students during their time in CIEP. The following services are available: Academic Advising, Academic Learning Center, Career Services, Counseling Center, Housing and Dining, Northern Iowa Student Government, Rod Library, Student Disability Services, Student Health Clinic, Vocational Rehabilitation Services, and the Wellness and Recreation services.

For more information, visit: <https://studentlife.uni.edu>



INQUIRIES & RESOURCES

Becoming an Associate

If you are interested in becoming an agent, partner, or representative of the CIEP, please email ciep@uni.edu for more information.

Requesting Promotional Materials

Complete the form on the CIEP website: <https://ciep.uni.edu/partners-associates>

Scheduling a Online Meeting

Complete the brief online request form at: <https://ciep.uni.edu/training>

Admissions Questions

Email the CIEP Admissions at ciepadmissions@uni.edu

General Questions about being an associate of CIEP

Email the CIEP Director, Carolina Coronado-Park at carol.coronado@uni.edu

