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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
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 at: [http://uni.edu/ciep/partners/questionnaire](http://uni.edu/ciep/partners/questionnaire). 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**

   - **Foreign Status Tax Form**

   - **Instructions**
   [http://www.uni.edu/obo/purchasing/supplier-information-faq](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.
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, DVDs, 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 fax, telephone, and express mail
- Priority and express mail correspondence
- Priority to meet CIEP and UNI representatives at fairs
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 fax to 319-273-3333 or 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.

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.
<table>
<thead>
<tr>
<th>Number of students placed by the agency in a single calendar year</th>
<th>Commission Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>15% of regular program tuition for each student for the first 8-week session</td>
</tr>
<tr>
<td>6-10+</td>
<td>20% of regular program tuition for each student for the first 8-week session</td>
</tr>
<tr>
<td>Special Programs</td>
<td>Commission for students placed into short-term special programs is negotiated on a case-by-case basis.</td>
</tr>
</tbody>
</table>
CIEP INFORMATION
for Agents, Partners, and Representatives

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

SOCIAL & CULTURAL 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 or click on the pictures below to learn more.
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:

- Seven 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
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.
  - Pronounce, recognize and spell basic words in English (for example, words related to personal information, likes, dislikes, and common objects).
  - Comprehend and respond correctly to highly simplified oral questions in English (for example, questions about name, age, country, likes, dislikes, etc.).
  - Read simple texts in English from left to right.

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.

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.
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 $275.00. This can paid by check, money order, wire transfer or credit card. Please read the following for specific instructions for each payment method.

Checks or money orders can be mailed to the CIEP office at:
Culture & Intensive English Program
University of Northern Iowa
3025 Bartlett Hall
Cedar Falls, IA, 50614-0511
USA

Wire Transfers can be completed using the Flywire website at: https://www.flywire.com/pay/unipages.. If you choose to pay using this method, please email ciepadmissions@uni.edu prior to the transaction. After you have made the payment, please forward a copy of the receipt to ciepadmissions@uni.edu.

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 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.

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

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. CIEP will send you a brief questionnaire to complete.
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.
UNI INFORMATION
for Agents, Partners, and Representatives

- Mission
- Student Services
- Facilities & Housing
- Health Insurance
- Student Employment
The University of Northern Iowa at Cedar Falls is recognized as having a mission of sufficient scope to enable it to be a distinguished arts and sciences university with an outstanding teacher education program. It provides leadership in the development of programs for the preservice and in-service preparation of teachers and other educational personnel for schools, colleges, and universities. The institution offers undergraduate and graduate programs and degrees in the liberal and practical arts and sciences, including selected areas of technology. It offers preprofessional programs and conducts research and extension programs to strengthen the educational, social, cultural, and economic development of Iowa and the larger community. Evolution from a state college to a university entailed a broadening of offerings, development of more specialized undergraduate and graduate programs, and greater emphasis on research and public professional services.

**FACTS**

*Location:* Cedar Falls, Iowa  
*Founded:* 1876  
*Campus:* 940 acres  
*Enrollment:* 13,016  
*Faculty & Staff:* 1,894  
*Residence Halls:* 9  
*Website:* [www.uni.edu](http://www.uni.edu)

**Rankings:**  
Ranked second among Midwest regional public universities (U.S. News & World Report)  
Ranks among the nation’s top 650 undergraduate colleges and universities in the Forbes’ 2011 annual ranking of top colleges  
Cited for high performance in graduation rates (Education Trust Report)  
Selected as one of the “Best Business Schools” (Princeton Review)

**Degree Programs:**  
91 undergraduate majors, 76 undergraduate minors, 45 program certificates, 54 graduate programs
Housing, Room & Board
UNI offers nine residence halls with choices of women’s co-ed, suit or apartment-style living. There are 9 and 12 month housing available. 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, stir fry and vegetarian options.
For more information, visit: www.uni.edu/dor.

Student Health Insurance Policy
All international students are required to purchase the UNI Student Health Insurance Policy (SHIP). For more information visit: https://health.uni.edu/insurance/international

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/job-board?_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: http://www.uni.edu/firstyear/student-services
INQUIRIES & RESOURCES

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

Requesting Promotional Materials
Complete the form on the CIEP website: https://ciep.uni.edu/partners-associates

Scheduling a Video Conference
Complete the brief online request form at: https://ciep.uni.edu/training

Admissions Questions
Email the CIEP Admissions & Promotions Specialist, Cristy Steffen at ciepadmissions@uni.edu

General Questions about being an associate of CIEP
Email the CIEP Director, Carolina Coronado-Park at unicieppartners@uni.edu

Translations Guide to the CIEP Website
For a guide on finding translated information on the CIEP website, visit: https://ciep.uni.edu/translation-guide-0

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