



**Notes:**

\*Follow On commission notes for university partners:

- The value of the tuition fees eligible for follow on remuneration will be based on confirmation provided by the university partners.
- The Follow on remuneration is only payable after the expiration of the census date and that the student remains enrolled in the undergraduate degree or postgraduate course at the university that the progressing student is enrolled in.
- The processing time for follow-on remuneration depends on the information received from our university partners, so there may be some delays.

\*\* Agents will only receive this notification if the student has commenced their course and remains enrolled after the relevant census date/expiry of the refund period

\*\*\*To ensure your invoices to be processed without delay, please submit your invoice:

- in pdf format
- including student name, student ID, programme name and intake

^If the invoice doesn't align with the regular UP Education payment schedule, you should anticipate the payment to be processed in the subsequent week

Please refer to the relevant appendices of your agent agreements for further details of commission rates and other terms & conditions.



Company Name

Invoice #

Date:

GST# (if applicable)

Invoice Due Date:

Please note: GST only applies to companies registered in New Zealand and Australia

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## COMMISSION INVOICE TO

UP International College New Zealand Limited.

Student Name	Student ID	Course name	Intake start date <small>(must be before the invoice issuing date)</small>	Commission Amount Due <small>(please indicate AUD or NZD)</small>

TOTAL: \$

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## Payment Info

Beneficiary Address

Bank Account Name

Account Number

SWIFT Code (if applicable)

Preferred Currency (if bank does not accept NZD or AUD)

Bank Address

## Contact Info

Email address

Phone number

Company address