



# Ashland Educational Services, Inc.

[www.AshlandEducationalServices.com](http://www.AshlandEducationalServices.com)

Email: [Info@AshlandEducationalServices.com](mailto:Info@AshlandEducationalServices.com)

## **Instructions to complete the Application Agreement Form (AAF)**

- Step I Read the “Policies, Procedures on authenticity, Conditions and Disclaimer” section of the end of the Application Agreement Form. (AAF) Page #2.
- Step II Complete and sign the Application Agreement Form (AAF)
- Step III Enclose your academic support documents in original language with Certified English Translations by the American Association of Translators (ATA).
- Step IV Attach the full amount fee (non-refundable after three days).
- Step V Mail the packet to our office. Visit our website for the latest information.

### **Personal Information:**

Last Name  
(Family): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle/ Maiden name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Mailing Address: \_\_\_\_\_

Apt No. \_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Wireless No.: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Student Academic History:**

**Name of the institution:** \_\_\_\_\_

**Location of the institution: Town / City:** \_\_\_\_\_

**Province/State/District:** \_\_\_\_\_

**Region/County:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Name of the program completed:** \_\_\_\_\_

**Major Field of study:** \_\_\_\_\_

Years of study: \_\_\_\_\_

Degree earned: \_\_\_\_\_

Graduation date/ Completion date: \_\_\_\_\_



**Purpose of Evaluation:**

Circle one: (a) Employment (b) Education (c) Professional Board (e) Other

Comments:

Three empty horizontal lines for writing comments.

AES Policies, Procedures on authenticity, Conditions and Disclaimer

1. **Refund policy:** The client has the right to cancel within three working days for a full refund.
2. **The destination entity** has the final decision on the evaluation credentials advisory report of the applicant.
3. **Fees:** Total cost is: \$549.00. Including a 15 minutes interview with staff member by phone. Additional time will be charge at the rate of \$75.00 per hour. Additional official copies have a cost of \$20 per copy.
4. **Penalty:** In the event, of a NSF check or stop payment and/or cancel payment, a fee of \$78 plus a collection charge will be added to the account. **We have the right to report you to a collection agency or an attorney for collection.**
5. We reserve the right to request a course description of the attended **program study**.
6. **Authenticity:** a client needs to submit original documents from the college or university to be able to process the application. We have the right to verify the authenticity of your documents.
7. The client needs to abide to the **code of ethics stated** in our web site.
8. The foreign credential are advisory documents and are not binding upon any agency, institution, licensing board organization, which may use them. Limited acceptance.
9. I release AES from any and all liability whatsoever resulting from the use of a credential evaluations advisory report by me or third party.
10. **Evaluators, CIO, Advisory Board members and/or A.E.S. staff** are members of NAFSA.org, and EIAl.org and by International Organization Credential Evaluation Services, IOCES. The Florida Department of Education and Illinois Board of Education have approved AES as a service provider. Visit our website for the latest information on policies, ethics code standards, authenticity procedures, and disclaimer.

I certified that the information provided in this application agreement form and all support materials are true and correct. I have read the instructions, policies, authenticity procedures, code of ethics in this application and/or our web site and accept the policies, procedures and disclaimer stated herein.

Client's signature. \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:**

Certified Mail all original documents with the Certified English Translation by ATA translator to:

**Ashland Educational Services 12555 Orange Drive. Ft. Lauderdale, Fl. 33330. 2nd Floor.**

Electronic mail: [Info@AshlandEducationalServices.com](mailto:Info@AshlandEducationalServices.com)

Web site: <http://www.AshlandEducationalServices.com>



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