



Ashland Educational Services, Inc.

www.AshlandEducationalServices.com

Email: 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: \$649.00.
4. Additional time will be charge at the rate of \$100.00 per hour. Additional official copies have a cost of \$25 per copy.
5. **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.**
6. We reserve the right to request a course description of the attended **program study**.
7. **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.
8. The client needs to abide to the **code of ethics stated** in our web site.
9. The foreign credential are advisory documents and are not binding upon any agency, institution, licensing board organization, which may use them. Limited acceptance.
10. I release AES from any and all liability whatsoever resulting from the use of a credential evaluations advisory report by me or third party.
11. **Evaluators, CIO, Advisory Board members and/or A.E.S. staff** are members of NAFSA.org, AACRAO.org, and EIAL.org and by International Organization Credential Evaluation Services, IOCES. 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 917 West. Washington Blvd. Suite 126.

Chicago, Illinois 60607

Electronic mail: Info@AshlandEducationalServices.com

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

