



## Services and Fees

### Evaluation Reports

- |  |       |
|--|-------|
| <input type="checkbox"/> Document-to-Document Evaluation Report            | \$95  |
| <input type="checkbox"/> Course-by-Course Evaluation Report                | \$155 |
| <input type="checkbox"/> Comprehensive Evaluation Report (Up to 3 degrees) | \$310 |
| <input type="checkbox"/> Study Abroad Evaluation Report                    | \$115 |
| <input type="checkbox"/> Credential Evaluation Report for Immigration      | \$410 |
| <input type="checkbox"/> Professional Licensing Evaluation Report          | \$225 |

### Rush Service

- |  |       |
|--|-------|
| <input type="checkbox"/> 1 business day  | \$180 |
| <input type="checkbox"/> 3 business days | \$120 |
| <input type="checkbox"/> 5 business days | \$60  |

### Translation Service

Please visit our website at [www.aevaluators.com](http://www.aevaluators.com) for information on our translation services and to receive a quote.

### Additional Reports (Please attach sheet if there are more than 2 mailing addresses)

- Additional official copies                      Number of additional copies: \_\_\_\_\_ X \$20 each = \$ \_\_\_\_\_

### Report Delivery

- Pick-up at GAE Office
- Priority Mail with Delivery Confirmation to U.S. Address: \$10
- Priority Mail with Signature Confirmation to U.S. Address: \$15
- Overnight Express to U.S. Address: \$35
- International Priority Mail: \$35
- International Express \$75
- Other delivery options available for additional cost (please contact our office)

**Total Amount: \$** \_\_\_\_\_

## Payment Options

GAE accepts Money Orders, Personal Checks, Cashier's Checks, and Credit Card. A fee of \$30 will be assessed for bounced checks.

- Money Order, Personal Check, or Cashier's Check (U.S. funds payable to Global Academic Evaluators)

- Credit Card

Name on Credit Card: \_\_\_\_\_  Visa  MasterCard  Discover

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration date: month \_\_\_\_\_ year \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ **Total Amount: \$** \_\_\_\_\_

*By signing, I authorize Global Academic Evaluators to bill my credit card for the total amount of services selected above.*



## Terms and Conditions of Service

Applicants are advised to check with the agency, licensing board, or institution to which the report is to be submitted to verify that the report from GAE will be recognized. In no way do GAE evaluation reports limit an agency or institution in making its own determinations as to the equivalencies of academic documents.

All academic documents submitted must be official. GAE will not evaluate photocopies, scans, facsimiles, or United States notarized documents unless the issuing institution or ministry of education can authenticate them.

If we do not receive official documents directly from the issuing institution, additional fees may be added so that we can verify the authenticity of the documents. Fees may vary depending on the institution's country and policies.

All academic documents issued in a language other than English must be accompanied by a certified (and notarized) English translation. Photocopies of the original documents in the source language must be included in the application.

GAE accepts Money Orders, Personal Checks, Cashier's Checks, and Credit Card. A fee of \$30 will be assessed for bounced checks.

Fees are subject to change without notice.

GAE will not begin the evaluation process until all fees are paid in full and all official documents along with English translations (if applicable) are received.

GAE reserves the right to verify the authenticity of any academic documents at the issuing secondary or post-secondary institution. The verification process can take up to six months in certain countries and for certain institutions. If verification is deemed necessary, no refund will be given for any delay in the application's completion. If the applicant has requested a rush service and the document is deemed authentic following verification, the rush service fee will be refunded if the verification process timeframe extends past the rush service delivery date.

If, during the verification process, GAE finds the provided documents are not authentic or have been falsified, all submitted documents become the property of GAE and GAE will report that information to the proper authorities and to any third party listed on the application.

Once an application has been submitted, no refunds will be issued except when the amount paid exceeds the amount required for services rendered. In this case, the refund will only apply to the excess amount paid. No refunds will be granted for canceled applications, applications lacking all required documents after a period of six months, and documents found to be inauthentic or falsified.

If a rush service report is not completed in time and all required fees and documentation have been supplied and verified as authentic, the rush service fee will be refunded.

The standard processing time for all evaluation reports is 2-4 weeks from the receipt of all required fees and documents. Additional time may be needed if special research is necessary. If a rush service is requested and additional time is required for special research, the rush service fee will be waived.

All evaluation reports are based on the best current information and available resources. GAE may reassess reports as new information becomes available.

GAE cannot guarantee that the applicant will agree with the completed evaluation report. GAE is not liable for any damages the applicant incurs if the anticipated educational equivalency differs from the completed report or any damages resulting from the use of the report.

GAE is not responsible for damages to applicant's documents once they have left our office.

GAE reserves the right to refuse service to anyone.

The information contained on the GAE website and on the evaluation report application is subject to change at any time.

*By signing this application I agree that any dispute pertaining to this application or any services provided by Global Academic Evaluators shall be governed by Colorado law and shall be heard and resolved exclusively in state or federal courts located in Arapahoe County, Colorado. I submit myself to the jurisdiction of such courts and waive my right to begin a suit in any other court or venue. I also waive my right to trial by jury.*

*I acknowledge that I have read the terms and conditions as stated above and that the signing of this application creates a contract between Global Academic Evaluators and myself.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_