

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 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: _____

Additional Reports Order Form

You may order additional official copies of your completed evaluation report to be delivered to any address you provide. We will keep evaluation reports on file for three years. If your report was prepared more than three years ago you will have to apply for a new report. Prices are per copy and delivery service fees are per address. GAE reserves the right to deny an additional copy request. Due to changing education systems, additional copies may not reflect current evaluation policies. Additional copies reflect evaluation policies in effect at the time the original evaluation report was completed.

* Required Fields

* First Name _____

Middle Name _____

* Last Name _____

* Reference Number _____

* Phone 1 _____

Phone 2 _____

Email _____

Fees and Delivery Information

The fee for each additional official copy is \$20. The fee for each domestic unofficial fax copy is \$5 and the fee for each international unofficial fax copy is \$20. Copies will be mailed or faxed upon the receipt of request and all required fees.

Delivery Method:

Mailed Official Copy

Domestic Unofficial Fax Copy

International Unofficial Fax Copy

Mail:

* Name: _____

* Street Address: _____

* Number of Copies: _____

Total: _____ (Create tool that automatically updates total)



Fax:

* Name: _____

* Fax Number: _____

Total: _____ (Create tool that automatically updates total)

Shipping Method: (Dropdown Menu)

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

Payment Information:

Payment Method:

Credit Card

Personal Check*

Cashier's Check

Money Order

*A \$30 fee will be assessed for all personal checks that lack sufficient funds

Credit/ Debit Card Type:

Visa

MasterCard

Discover

Credit Card #: _____

Name on Card: _____

Expiration Date: Choose Month (Dropdown menu)/ Choose Year (Dropdown Menu)

CVV2 Number: _____

Need Help? (Link to page showing where to find CVV code, example: <http://www.cvvnumber.com/> but without American Express card information)

Comments (Optional): _____

