



Part III. TERMS AND CONDITIONS

A. FEES PER APPLICATION

- 1. Course-by-Course Report-\$130.00 (US)** - Standard processing time is twenty (20) working days from the receipt of all required fees, information and documents, unless special research is required.
- 2. Document-by-Document Report - \$80.00 (US)** - Processing time is the same as for Course-by-Course Report.
- 3. Professional Licensing/Certification - \$200.00 (US)** - Processing time is the same as for Course-by-Course Report.
- 4. Rush Service - \$80.00 (US)** in addition to the basic fee - Turn-around time is five (5) working days from the receipt of all required fees, information and documents.
- 5. Special Handling Rush Service - \$170.00 (US)** in addition to basic fee - Turn-around time is twenty-four (24) hours from receipt of all required fees, information and documents. Arrangement for this service must be made by calling World Educational Credentials Evaluators at (703) 689-0894.
- 6. Express Mail Service** - All evaluations are sent by first class mail, unless overnight courier is requested. [Courier Domestic \$25.00 (US), Courier International \$50.00 (US)]
- 7. Extra Copies** - One copy is included in the report fee. Additional copies, requested with the initial application cost \$10.00 per copy. Each copy requested after the report has been completed costs \$25.00.

8. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

B. ADDITIONAL INFORMATION

- 1. Evaluations for Institutions** - Most applicants are referred to World Educational Credentials Evaluators by agencies or institutions. When this is not the case, applicants are advised to check with the agency or institution to which they intend to submit the report to make sure that the report will be recognized.
- 2. Correspondence** - WECE conducts their service only by mail.
- 3. Refunds** - Refunds are only issued in the event of over-payment. No refunds will be issued once an application has been submitted.
- 4. Reassessment of Educational Equivalences** - Evaluations are based upon the best information and resources currently available to professional evaluators in the USA. WECE reserves the right to reassess educational equivalences as additional information becomes available.
- 5. From Course-by-Course to Document-by-Document Report** - If WECE determines that a Course-by-Course Evaluation Report cannot be prepared, a Document-by-Document Report will be issued.
- 6. Re-Evaluation** - Re-evaluations based on documents not submitted with the original request are considered new evaluations, and a second payment of the basic fee is required. When an applicant requests that a Document-by-Document Report changed to a Course-by-Course Report, the Course-by-Course Fee of \$130.00 is required.
- 7. Verifications** - WECE reserves the right to verify documents with issuing institutions(s) and/or request that a credential be issued in English if the issuing institution prepares English language credentials.
- 8. Forged and Altered Documents** - When it has been determined that any document submitted has been forged or altered in any way, the application will be canceled and no evaluation report will be prepared. The documents become the property of WECE. All recipients indicated on the application form will be notified.
- 9. Retention of Documents** - All copies of educational documents become the property of WECE and are retained along with other supporting material for a period of two years, **after which they are destroyed.**

10. WORLD EDUCATIONAL CREDENTIALS EVALUATORS RESERVES THE RIGHT NOT TO ACCEPT AN APPLICATION FOR EVALUATION.