

Authorized Student Recruitment Representative Akamai University

Policies and Guidelines

1. GENERAL UNDERSTANDINGS

a. Purpose of Agreement

The specific objective of this memorandum is to enter into a student recruitment agreement between the parties to expand recruitment, promotional, coordination and student enrollment support activities related to Akamai degree and certificate programs in [specify region].

b. Initial Duration of This Agreement

The initial duration of this agreement shall be **2 years** from the date of final approval of the agreement. The agreement may be renewed for an additional period to be determined by the parties. The University shall review the progress of the agreement on the anniversary date of the agreement and provide a written status report to the other parties.

c. Confidentiality

All titles, copyrights and intellectual property rights in and to the courses, course contents, delivery and training methodology and other intellectual property rights are owned by Akamai University or the educational partners of the University and are protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties, and the written policies of the parties, themselves. The authorized representative shall not use the name, trademark or intellectual property of the other parties or disclose any confidential information of the others without the express written permission of that party.

d. Responsibilities of Akamai University

- i. Akamai shall provide access to its programs to all eligible students that make application under this agreement
- ii. Akamai agrees to accept all coursework completed under the instruction of approved faculty in transfer to Akamai from reputable institutions.
- iii. The authorized representative shall fully cooperate with Akamai in the University's efforts to provide effective administrative oversight and involvement regarding all aspects of the cooperative educational program to assure the standards and operations meet the minimum standards of the University.
- iv. The Akamai President shall be fully involved with all major activities required for the success of this cooperative venture.

e. Responsibilities of the authorized representatives

- i. The authorized representative is authorized to participate in the marketing and promotion of the Akamai degree and certificate programs to be delivered by distance learning. Promotions are to be restricted to [specify Region], and as otherwise permitted by Akamai University through written addendum.
- ii. In working with inquirers, the authorized representative must adhere fully to the published promotional guidelines approved by Akamai University.
- iii. The authorized representative may provide consulting assistance and Akamai approved materials to inquirers to guide them effectively in understanding admission guidelines and degree program requirements. The authorized representative may assist Akamai applicants complete the admission and registration processes.
- iv. The authorized representative may assist applicants in transferring tuition fees to Akamai University in Hawaii, provided they receive a written authorization from the student.
- v. The authorized representative may provide support services to students, assisting them related to attendance at residential support seminars, if such are made available in the [specify Region].
- vi. The authorized representative may provide assistance and advocacy to Akamai students that wish to make direct contact with the University.

2. INSTITUTIONAL UNDERSTANDINGS

a. Degree Granting Authority

Akamai University is legally established by charter and operating in good standing in the United States of America and the State of Hawaii as an authentic degree granting institution. The authorized representative shall identify Akamai as the institution under which University credits, degrees and certificates are awarded. The authorized representative shall not identify himself or herself in relation to another educational institution and shall not indicate he or she is operating a degree program. Without exception, Akamai is solely responsible for awarding letters of acceptance, letters of degree completion, transcripts and diploma certificates.

b. Confidentiality

The authorized representative shall NOT use the name, trademark or intellectual property of Akamai University or its educational affiliates or disclose any confidential information without the express written permission of the University. All titles, copyrights and intellectual property rights in and to the courses, course contents, delivery and training methodology and other intellectual property rights are owned by Akamai University or its educational affiliates, and are protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties, and the written policies of the parties, themselves.

3. STUDENT ADMISSION POLICIES AND PROCEDURES

a. Akamai University Admission Standards

i. **Purpose of Admission Standards**

Admittance to any Akamai program or course module is based upon an assumption that applicants have the background, attributes and resources to achieve the objectives of their selected program. To assure a high likelihood for their success in the desired program, Akamai has established a number of entry requirements to guide the Admission Office in the review of application materials. Akamai requires that applicants have completed the appropriate preparatory degree or coursework and specific subject matter competencies prior to enrollment. These foundational competencies assure the University that students have the necessary understandings, skills and competencies for successful completion of advanced studies. The degree programs may also have professional prerequisites requiring a minimum number of years of progressively more responsible career experience (or specific licensing). These professional requirements assure the University the students are able to approach the subject matter in a mature manner and effectively apply new learning within real world settings. Applicants must demonstrate you have completed these foundational elements by submission of official documentation for Admission review.

- **Bachelor's Entry Requirements.** This is a final year program and applicants must hold the equivalent of at least 60 semester credits, an Associates degree or diploma, or two years of full time college study with a minimum grade point average of 2.0, and several years of meaningful career experience.
- **Master's Entry Requirements.** Applicants must hold the equivalent of a recognized baccalaureate degree in an appropriate field of study and have several years of meaningful professional experience. Applicants accepted in the absence of the Bachelor's degree will be required by the University to add missing elements of preparation to the minimum program, as a condition for admission.
- **Doctoral Entry Requirements.** Applicants must hold the equivalent of a recognized Master's degree in an appropriate field of study and have several years of meaningful professional experience.

- ii. **English Language Competencies.** Applicants must clearly demonstrate proficiency in written and verbal English language communication skills according collegiate standards. Samples of an applicant's scholarly or professional writing are required elements of the admission process. In lieu of an effective academic writing sample, applicants are directed to submit a recent TOEFL examination record with a score of 500 or above.

Non-English Programs. Students seeking to enter Akamai's Non-English programs are permitted a waiver of this requirement, so long as appropriately translated application materials are provided in the admission package.

- iii. **Access to College-Level Learning Resources.** Applicants must provide assurance that they have access to appropriate learning resources including texts, journals, periodicals, databases, video- and audiotapes, online resources, relevant reference materials, and manuals of effective research and writing and other required materials through which students will gather information and data required to complete their assignment and thesis/dissertation.
Questia Media Library. Akamai permits access to Questia Online Library (the world's largest full text online academic library) for students recruited under this agreement, at student expense and at the discounted library fee available to all Akamai students.
- iv. **Access to Educational Technology.** To be admitted at Akamai, participants must demonstrate they have access to a computer, a telephone, and for the duration of their program access to an email account and the Internet. Akamai relies upon these electronic vehicles to support its learning activities, and to support the participant's effective interaction with faculty and to transmit formal documents, instructions and written assignments. Through these distance technologies, students are provided guidance, allowing their instructors to explore with them the subject matter at a depth that is beyond the confines of the traditional classroom.
- v. **Educational Technology Affidavit.** Students should state in their application cover letter they have access to a computer, a telephone, email and Internet.

b. Akamai Admission Package

The minimum student application package shall include the following information and materials, with English-language translations, to be transferred to Akamai University headquarters in Hawaii. To speed admission activities, applicants may arrange to transmit scanned documents and materials by email with originals later sent by post.

- i. A completed and signed Akamai University Application for Admission which includes the mandated disclaimers required by the laws of the State of Hawaii, United States of America and other appropriate international regulations.
- ii. A brief cover letter prepared by the student identifying the proposed field of study and describing, in detail, his or her or her professional and research interests, academic preparation and career experience, and other information requested by the University.
- iii. Official copies of the student's college transcripts and records of training including transcripts of training completed with Akamai education partners
- iv. The student's complete and up-to-date resume or CV
- v. A one-time application fee (US\$50) which may be paid with the first tuition installment
- vi. A recent photograph of the applicant
- vii. If the applicant will conduct English language studies at Akamai, verification of English language competency shall be required. The minimum standard for enrollment into Akamai's English-language graduate programs is a minimum TOEFL examination score above 500 score or another evaluation of language competency, such as personal admission interview.

NOTE: the applicant should make notation within the cover letter regarding verification of English-language competency.

- viii. Applicants should provide evidence and assurance that they can access appropriate learning resources including texts, journals, periodicals, databases, video- and audiotapes, online resources, relevant reference materials, and manuals of effective research and writing. Enrollment in Questia Media Library is acceptable assurance of library access.

NOTE: the applicant should make notation within the cover letter regarding access to learning resources.

- ix. Students must demonstrate access to a computer, a telephone, and a confidential email account and the Internet. The University relies upon these electronic vehicles to support its major teaching and learning activities, and its formal review activities, and as a means to support effective interaction between students and faculty, and to transmit formal documents, instructions and written assignments to the student.

NOTE: the applicant should make notation within the cover letter concerning these expectations.

c. **Application Assistance**

The authorized representative may assist in gathering and transmitting Akamai application materials to the University on behalf of applicants, provided the student issues a signed authorization to the authorized representative and a copy of which should be provided to the University with the application materials.

- i. Akamai holds sole authority to accept and admit a student to its programs.
- ii. Only Akamai may negotiate a waiver or adjustment of the University's admission requirements.
- iii. The authorized representative should NOT promise any applicant acceptance to the University, but only explain the admission standards.
- iv. All tuition and fees must be made payable to Akamai University, unless otherwise authorized in writing.

d. **Educational Credential Evaluators**

The authorized representative understands, considering the costs involved, that Akamai attempts to evaluate the qualifications of its students through a member of its own staff in USA. Should such review require further professional assessment, a recognized educational credential evaluation firm shall evaluate the prior academic qualifications at the cost of the applicant.

e. **Submission of Application Packages**

The authorized representative shall assist qualified applicants in completing the application for admission and gathering the necessary support materials. Once an applicant's file is complete, the authorized representative shall make high quality copies of each document in PDF-format and transmit the entire application package by email attachment to Akamai University Admission Office in Hawaii, USA, admissions@akamaiuniversity.us.

Preliminary submission of student documentation by electronic means shall substantially speed the process of admissions. Akamai University shall acknowledge receipt of the documents and reply concerning the completeness of the electronic documents by return email. Once the electronic documentation is complete, the authorized representative shall be notified by email to send the original documents by courier to the Akamai University headquarters in Hawaii, USA. The authorized representative shall dispatch the original documents by courier in a timely manner and may retain a complete copy of the documentation at the offices of the authorized representative on behalf of the student applicant.

f. Response and Acceptance from Akamai University

Akamai shall initiate the Admission Committee process immediately upon receipt of the complete electronic admission package. The admission procedures are normally completed within a three to ten day period, although Akamai is committed to rapid response when applicants are clearly eligible and all student materials are present at University headquarters.

- Should the student be accepted to Akamai University, a letter of acceptance shall be dispatched to the student by post with a copy to the authorized representative. To speed notification, electronic copies of all letters and documents shall also be sent to the student, the authorized representative by email attachment.
- Should the student be denied entry to transfer into Akamai, a letter of denial shall be provided to the student by post and by email attachment. Copies shall be sent to the authorized representative. When a letter of denial is issued, applicants may petition the Office of the President for reconsideration, by providing additional materials that strengthen the application.

g. Official Registration at Akamai University

- i. Upon receipt of the letter of acceptance, the student must complete a formal registration process. The authorized representative should inform accepted applicants that they must submit formal registration materials to the University before being permitted to begin their programs. The authorized representative may assist accepted students in preparing the registration documents, as follows:
 - A complete and signed Registration form
 - A complete and signed Tuition Agreement
 - Payment of tuition and fees (either, full payment or first installment)
- ii. Upon receipt at Akamai of the registration materials and tuition, the student shall be issued a letter acknowledging registration, together with a receipt for tuition, and instructions for initiating and completing their programs. The authorized representative shall receive photocopies of these materials for their student files.

g. Student Course Enrollment Process

When students have successfully completed the registration process, they become official Akamai students. Students are then permitted to formally schedule enrollment for course modules at Akamai. Students are asked to schedule enrollment for modules at least four weeks prior to the formal start date of each module. Akamai students enrolling for modules at support seminars in Malaysia should complete the Akamai enrollment materials each time they sign in for the residential modules.

h. Graduation Procedures

The authorized representative shall inform applicants and students that Akamai will confer the degree only upon successful completion of all program requirements and finishing activities, including receipt in Hawaii of the required archival documents.

- Letters of degree completion, diploma certificates and transcripts will be issued only upon completion of all degree requirements and receipt of bound materials and fees.
- All diplomas and transcripts issued by Akamai will be shipped directly to the students (unless the student provides written instructions to the University to send the documents to the authorized representative or another location).
- Students may choose to attend any graduation ceremony held by Akamai at any location worldwide. There shall be an expense related to attendance at the convocation, which must be paid in full by the student on or before the date of the ceremony.

i. Official Dates of Admission, Registration and Graduation

The authorized representative shall inform applicants and students as follows:

- The **official date of acceptance** (and official date of admission) at Akamai shall be recorded as the date shown on the official letter of acceptance issued to the student. This letter is issued only upon recommendation of the Akamai University Admission Committee
- The **official date of registration** at Akamai shall be that date when a letter acknowledging registration is issued to the student. This letter is issued once all registration materials and tuition fees are processed by the University
- The **official date of graduation** at Akamai shall be that date when Akamai issues a letter of completion indicating final approval. This letter is issued in once all finishing documents and materials verifying degree completion have been received and approved at the University

4. **QUALITY ASSURANCE AGREEMENTS**

a. **Akamai Educational Degree Standards**

The authorized representative agrees that the policies and procedures, standards and guidelines published on the Akamai website shall be the common expectations that apply to all of its students.

b. **The authorized representative Right to Operate**

The authorized representative shall operate within the full scope and requirements of the laws having jurisdiction over their operations. The authorized representative shall provide Akamai with documentation verifying his or her right to operate. Furthermore, the authorized representative shall fully cooperate with Akamai with regard to all laws and regulations that govern the University's conduct.

c. **Planning and Quality Assurance Visits**

The authorized representative shall make every effort to be available for planning meetings and quality assurance activities with Akamai University. Such meetings will be arranged between the parties.

The authorized representative shall make himself or herself available, as necessary, for email or telephone discussions related to any matters impacting the operation of the agreement and to assure all aspects of the agreement are conducted in an effective manner.

It is expected that the authorized representative shall take formal actions, conducting revisions to operations as needed, based upon the findings and recommendations presented by Akamai, following the planning and quality reviews.

Likewise, the authorized representative may submit formal recommendations for improvement of operations under this MOU. The administration of Akamai shall fully investigate the meaningfulness of all such recommendations and take actions as are appropriate.

5. **COMMUNICATIONS REQUIREMENTS**

a. **English-Language Requirements for the authorized representative**

The authorized representative represents himself or herself as fully fluent in the English-language. In the conduct of activities, Akamai shall direct all communications in English to the authorized representative.

b. Communication Requirements

The authorized representative shall maintain effective communicate with Akamai University and concerning all matters of this agreement, and all matters related to Akamai students, prospective students and inquirers. Inquiries related to the University's standards, policies and procedures are to be referred by the authorized representative to the Akamai administration. Communication may be by telephone, email, fax or post, but the appropriate mode of communication must be selected to address issues in a timely manner.

c. Contact Information Requirements

The authorized representative shall provide Akamai with updated telephone, email, fax and postal address. The authorized representative shall be directly responsible for all interactions with Akamai and not rely upon his or her staff in the conduct of affairs with Akamai University.

6. PROMOTION OF AKAMAI PROGRAMS

The authorized representative shall abide by the Akamai promotional policies and the disclaimer requirements in related print publications, online materials, and other promotions.

a. Promotion Policies

The authorized representative is permitted to promote the Akamai educational programs strictly according to the following provisions:

- i. All promotions of Akamai programs conducted by the authorized representative must be conducted fully in compliance with all applicable laws and regulations, and in compliance with Akamai University policies and procedures. The authorized representative shall take all needed actions to assure such compliance.
- ii. With prior written permission, the authorized representative may create posters, brochures and flyers to be made available to inquirers seeking entry to University programs. The authorized representative shall NOT create promotional materials related to Akamai University without first obtaining written permission on each occasion.
- iii. All advertisements, whether in print or digital, online or any other form must be approved in writing by Akamai at the planning stage and before they are made public. This is needed for each instance of promotion.
- iv. Promotions must meet high standards of integrity and adhere to all applicable laws and regulations, including promotional disclaimers.
- v. All promotional plans must be submitted to the University for written approval before any of the planned activities are initiated.
- vi. The authorized representative must receive a full orientation to the promotional policies and procedures of Akamai and sign a statement indicating full understanding of the University's promotional policies, such as the following:

“I, [Enter full level name here], by my signature below, confirm my understanding of the promotional policies and procedures of Akamai University. I have received a formal orientation, have studied the relevant policies and procedures, and hereby agree to abide by the published guidelines of Akamai University.”

Signature:

Date:

- vi. It is NOT permitted for the authorized representative to partner with other organizations or individuals for promotions and recruitment services related to Akamai University educational programs. No activities of a promotional nature shall be initiated by or in cooperation with such alliances or individuals without the prior written approval of the Akamai administration in each individual case. This is to prevent an unintended situation where Akamai is inadvertently associated with a less than honorable institution or individual according to American educational authorities. It shall also prevent infractions of laws and regulation under which Akamai must operate.

b. Statement of Non-Discrimination

Akamai and the authorized representative agree they will not discriminate on the basis of race, color, national and ethnic origin related to all rights, privileges, programs, and activities generally accorded and made available to applicants or students at either school. The authorized representative agrees that Akamai may give preference in admissions to those students that demonstrate a high potential for success in completing the desired courses through self-motivated study. Not all students need be accepted, but all eligible students shall be provided access to Akamai courses and programs, whenever possible. Akamai agrees that admission evaluations shall focus upon the duration, nature and content of prior experience and training and the value of the experience in relation to the desired field of study.

c. Required Public Disclosures for Major Promotional Materials

The State of Hawaii, United States of America requires that the following public disclosure be included in all catalogues and websites and other major promotional materials relative to Akamai University, where the **name of the institution, its logos, its web address or email address is included**. The authorized representative agrees to fully adhere to this requirement. The full disclaimer is as follows:

“Akamai University is not accredited by an accrediting agency or association recognized by the US Department of Education. Please note that in the United States many licensing authorities require accredited degrees as the basis for eligibility for licensing. In some cases accredited colleges may not accept transfer courses and degrees completed at unaccredited colleges and some employers may require an accredited degree as a basis for eligibility for employment.”

d. Required Public Disclosures for Newspaper and Magazine Advertisements

The State of Hawaii requires that the following public disclosure be included in all newspaper and magazine advertisements and other minor promotional materials where the full publication of the disclosure is of prohibitive size. The authorized representative agrees to fully adhere to this requirement. The minimum disclaimer is as follows:

“Akamai University is not accredited by an accrediting agency recognized by the United States Secretary of Education.”

e. Promotional Permissions

- i. Akamai shall be permitted to install the authorized representative logos and web links on the Akamai website and indicate the nature of this MOU.
- ii. The authorized representative shall be permitted to install Akamai logos and Akamai web links via the Internet with the prior consent and full cooperation from the University.

7. FINANCIAL PROTOCOLS

The following information clarifies the financial protocols to be followed in conduct of activities authorized by the MOU:

a. Agreement Fees

There shall be no agreement fees required from either party for signing this Memorandum of Understanding

b. Tuition and Fee Policies

All students admitted into Akamai degree programs are bound by the same tuition and fee policies as all other Akamai students. These policies are published online at the Akamai website. As with most universities, Akamai tuition is due and payable before the start of educational activities. However, prior to the due date of tuition, students may make installment arrangements with the University administration.

c. Admission Fee Notice

All Akamai students are expected to submit a \$50 admission fee as part of the initial admission package submitted to the University. Applicants are to be advised that the admission fee is not considered part of the student’s tuition.

d. Tuition Refund Policy

Students are bound by and protected by a strict Akamai University tuition refund policy, which is published on the University website. Every student is required to sign a tuition agreement containing full disclosures and protections for the students. Requests for refunds of fees shall be as per policies and guidelines established by Akamai and published online, and shall be restricted to the actual fees received by Akamai.

e. Akamai Standard Tuition

Following receipt of the letter of acceptance, students are expected to formally register at Akamai University and pay their tuition. Tuition is designed at the rate of \$150 USD per semester credit. There is a \$200 international student fee added to international student tuition. The following maximum tuition shall apply to all students entering via This MOU and subsequent agreements:

Akamai University Tuition		
Degree	Domestic	International
Bachelor's Degree	\$9000 USD	\$9200 USD
Master's Degree	\$6000 USD	\$6200 USD
Doctoral Degree	\$7800 USD	\$8000 USD

Down payments listed at: <http://www.akamaiuniversity.us/TuitionandFees.html#8>

f. Direct Submission of Student Tuition and Fees

All funds payable to Akamai shall be paid in United States dollars. Students submitting tuition directly to the University may transmit funds by wire transfer of funds directly to the University bank account or by submitting funds by bank draft payable to Akamai University.

g. Revisions and Reviews of Tuition and Fee Charts

From time to time, the Board of Directors at Akamai University shall conduct a financial review to determine if tuition and fees need to increase relative to any special arrangements offered to the authorized representative. Should it be determined that the tuition and fees must change related to any and all degree programs offered by this MOU or by future amendments to this MOU, such increases shall not exceed 20% of the existing published tuition fees.

h. The authorized representative Acting on Behalf of Akamai Students

Students are permitted to arrange with the authorized representative to submit materials and funds to Akamai on their behalf. The authorized representative may act on behalf of Akamai students only with written permission from the students. A copy of the student's signed authorization should be submitted with the registration materials. Under such circumstances, the authorized representative shall be authorized to provide students with Akamai banking information to permit submission of funds.

STUDENT AUTHORIZATION

"I, [Enter student's full legal name here], by my signature below, authorize [Enter name of affiliate here] to transmit materials and funds I have provided to Akamai University on my behalf. I have studied the relevant policies and procedures, and hereby agree to abide by the published guidelines of Akamai University."

Signature:

Date:

8. **JURISDICTION, DISPUTES AND TERMINATION OF AGREEMENT**

a. **Handling of Disputes between the Parties**

The authorized representative and Akamai agree to reconcile disputes through mediation, and, if that fails, by binding arbitration, costs shared equally. In case of dispute, the Arbitration Law shall apply. All arbitration proceedings will be under the rules and regulations of USA.

b. **Jurisdiction**

This agreement is entered into within the State of Hawaii and as is necessary is subject to the laws of the State of Hawaii and the USA. This agreement shall be interpreted in accordance with those laws and is not subject to the laws of any other country nor shall the courts of any other country have jurisdiction.

c. **Handling of Disputes with Students**

Under no circumstances, will Akamai be held responsible for any dispute arising between students and the authorized representative for actions that are contrary to the stipulations in this agreement, or that fall outside normally expected modes of ethical business operations. However, Akamai will extend full cooperation to the authorized representative for addressing such disputes by providing any information that may help in resolving such disputes. Students entering Akamai degree programs as a result of this MOU shall agree and be bound by mediation and arbitration as the sole means for resolving conflicts with Akamai and the authorized representative. The authorized representative shall require all participants to sign an agreement that they shall handle disputes according to this policy.

d. **Compliance with the Law**

As much as possible, and so long as it does not conflict with the laws of the State of Hawaii or the USA, Akamai and the authorized representative shall abide by the laws and statutes of the countries wherein reside its students and wherever our cooperative educational programs are delivered or from where they are administered. The authorized representative shall guide Akamai to comply with the local statutory requirements, as may be applicable and wherever necessary. Akamai and the authorized representative shall establish the needed policies, procedures and standards as required to comply with all applicable laws and regulations.

e. Cancellation of Agreement

- i. **Cancellation for Breach.** Either party may terminate this MOU with a written notice served by fax or post if it is found that any party has breached or infringed on any of the major terms of the MOU. The parties may also demand compensation for actual and documented losses incurred as a result of such major breach or infringement or failure to be settled by arbitration.
- ii. **Cancellation by Mutual Agreement.** This Memorandum may also be terminated by mutual agreement among the parties. All special cancellation stipulations shall apply.
- iii. **Unilateral Cancellation.** Either party may cancel this agreement at any time for any reason, with reasonable prior written notice of at least three months. All special cancellation stipulations shall apply.

f. Special Cancellation Stipulations

If any party cancels this agreement, the parties remain obligated to pay promptly any fees owed and to finish working with any students whom have paid tuition, or to refund such tuition payments according to the policies of Akamai University, and according to respective laws governing such actions. It is understood that under any circumstances, Akamai students have the right to finish their learning process, and earn the relevant degree when they meet all graduation requirements and remain in good standing according to the policies of the University. Discontinuance of this agreement in no way interrupts the programs of the students once they are formally enrolled at Akamai University.

g. Force Majeure

No party shall be liable for any failure or delay in performance under this agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, provided, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations were scheduled to be met shall be extended for a period of time equal to the time lost due to any delay so caused.

h. Modifications to This Agreement

Any change, addition or deletion to this Memorandum shall be made by written Addendum signed by the appropriate parties.

9. COMPENSATION OF THE AUTHORIZED REPRESENTATIVE

Akamai University shall pay to the authorized representative an agreed upon student support service fee within 14 days following receipt of the student's tuition payments and required materials, according to the agreed upon method.

Akamai Recruitment Representative Compensation			
Degree	Percentage	USA	International
Bachelor's Degree	10.0%	\$900.00 USD	\$920.00 USD
Master's Degree	10.0%	\$1200.00 USD	\$1220.00 USD
Doctoral Degree	10.0%	\$1560.00 USD	\$1580.00 USD

NOTE: Payment to recruitment representatives is immediately following receipt of the student's complete down payment toward tuition

10. REQUIRED ATTACHMENTS

English-language versions (plus copies of the originals) of the following information and documentation from each of the parties, as appropriate, shall be provided and made part of this agreement:

- Organizational Papers A copy of the governmental papers of the authorized representative and other official document showing the current status of government approval to operate a business.
- Biographies of the Principals List of members of the authorized representative Board of Management or other executive leadership body for the organization with biographical sketch for each member.

11. SIGNATURES OF AGREEMENT

Akamai University and the authorized representative enter into this memorandum of understanding freely and in good faith with full intention of abiding by guidelines of the highest academic quality and in total fulfillment of all local and international laws and regulations guiding the operations of the cooperating institutions. The undersigned, authorized by their respective organizations to enter into this agreement, undertake this collaborative undertaking with full understanding of the responsibilities and benefits of so doing. This is a memorandum of our understanding and statement of intent to work together toward the betterment of the human condition and the mutual support and achievement of our respective organizational missions.

Signed by [**legal name of representative**], Independent Representative
 For and on behalf of [himself of herself], [home country]

_____ Date:

Signed by **Douglass L. Capogrossi**, President
 For and on behalf of Akamai University, USA

_____ Date: