



CENTER FOR APPLIED RESEARCH, EVALUATION AND EDUCATION, INC.

INTERNATIONAL EVALUATION SERVICE

FEE SCHEDULE

Evaluation fee is non-refundable and subject to change without notice.

(Check the boxes for service(s) desired. Add all fees for Total Eval. Fee)

STANDARD SERVICES:

	GENERAL REPORT	COURSE-BY- COURSE (w/ course)	COMPREHEN- SIVE REPORT
1 . High School: (Gen. Report is recommended unless specified by insitution)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$150	<input type="checkbox"/> \$225
2 . Academic: (with complete transcript)			
A. Bachelor (1 program up to 4 years / \$30 for each add'l. year after).....	<input type="checkbox"/> \$75	<input type="checkbox"/> \$120	<input type="checkbox"/> \$185
B. Bachelor & Master: (or any <u>2</u> programs).....	<input type="checkbox"/> \$120	<input type="checkbox"/> \$180	<input type="checkbox"/> \$290
C. Doctor's degree (incl. Bachelor & Master / <u>3</u> programs).....	<input type="checkbox"/> \$200	<input type="checkbox"/> \$280	<input type="checkbox"/> \$480
D. Additional Certificates/Diploma/Programs: (Fee to be determined depending on complexity of each case)			
3 . Professional: (1 program / with complete transcript)			
A. Health Professions: Medicine, Dentistry, Pharmacy, Optometry, Veterinary Medicine, Chiropractic, Clinical Psychology, Radiology.....	<input type="checkbox"/> \$125	<input type="checkbox"/> \$240	<input type="checkbox"/> \$355
B. Allied Health Professions: Physical/Respiratory/Occupational Therapy, Acupuncture/TCM, Nursing, Dietetics, Medical Technology, Radiologic Technology, Speech and Lang. Pathology.....	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$240
C. Others: Engineering, Architecture, Law (State Bar), Real Estate (Licensing), Accounting (CPA).....	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$240
D. Bachelor & Master (2 programs): For Health Prof. (A):.....	<input type="checkbox"/> \$185	<input type="checkbox"/> \$320	<input type="checkbox"/> \$495
For Allied Hlth. & Other (B & C):.....	<input type="checkbox"/> \$150	<input type="checkbox"/> \$230	<input type="checkbox"/> \$370

REQUIRED SERVICES FEE: (courier: United States Postal Service / U.S.P.S.)

4 . Postage & Handling: (for mailing of Evaluation Report with original documents being returned)			
A. Certified Mail (Minimum Required).....			<input type="checkbox"/> \$10
B. Priority Mail with Signature Confirmation (Optional, if faster mailing is desired).....			<input type="checkbox"/> \$15
C. Express Mail: within the U.S. (Optional).....			<input type="checkbox"/> \$25
D. For all mailings outside the U.S: <i>Priority Mail Express International</i>			<input type="checkbox"/> \$50
E. For all mailings outside the U.S: <i>Global Express Guaranteed (3-5 Bus. Days)</i>			<input type="checkbox"/> \$75
F. <i>Certified Mail (to Institution/Agency) - (optional)</i>			<input type="checkbox"/> \$10
5 . Processing fee: (<u>Applied</u> when the requested evaluation is cancelled by applicant <u>within 3 business</u> day from received date (<u>Evaluation fee is non-refundable after this time</u>)).			<input type="checkbox"/> \$50
6 . Document copy fee: (Charged when photocopies are not submitted along with the originals)			<input type="checkbox"/> \$15
A. Certified copies of doc. to be incl. in evaluation report (req. for CPA Board /Architect Board)			<input type="checkbox"/> \$10

ADDITIONAL SERVICES: (Additional cost)

7 . Specialized Evaluation by Reconstruction: (may vary depending on complexity of each case. Needed when the total hours of study (or Credits) for each subject not shown on transcript of record).....			<input type="checkbox"/> \$100
8 . Grade Point Average /GPA (For each program/degree).....			<input type="checkbox"/> \$20
9 . Additional Official Eval. Report			<input type="checkbox"/> \$30
10 . Evaluation Review / Consultation / Revision			<input type="checkbox"/> \$60
11 . Matching courses (for Cerritos College only).....			<input type="checkbox"/> \$40

RUSH SERVICE: (Starts only when completed Docs., Fees & Info. are received. Rush fee is non-refundable at any time)

12 . Five (5) working days	<input type="checkbox"/> \$50
13 . Two (2) working days (Money order, Cashier or Bank check only).....	<input type="checkbox"/> \$100
14 . One (1) working day/24-hour (Call for approval first /M.O., Cashier or Bank check only).....	<input type="checkbox"/> \$195

TOTAL FEES:

Mail Money order or check payable to: CAREE / INTERNATIONAL EVAL. SERVICE
Returned check will be charged an extra \$25 penalty fee, (resubmitted in Money Order only).

F. TYPE OF EVALUATION REPORTS:

1. **General report:** A concise statement, indicating in chronological order the institutions attended, credentials (certificate, diploma, degree) awarded and recommendations for their U.S. range of equivalencies. (Mostly for Employment/Immigration.)
2. **Course- by -course Report:** Presented in a transcript format, listing all subjects studied in corresponding academic year(s), with U.S. equivalency of grade and credits for each subject. Subjects considered to be at Lower division level will be indicated.
3. **Comprehensive Report:** consists of both General and Course-by-Course Report. Mostly for Professional Lic./Grad. Admission.
4. **Evaluation by Reconstruction:** Reconstruction form is needed when Course-by-course report is requested for transcript of records that do not show credits/units or hours of instruction for the subjects listed.

G. CHECKLIST of required documents and information. Must be submitted with the Application:

(An unsigned Application or incomplete data will delay the evaluation process)

- a) A money order or certified check for appropriate fee. [Eval. fee is non-refundable for any reason except stipulating in Part H.3.(4)]
- b) All original credentials (Transcript/Diploma), Certified Translations if are not English, and a set of photocopies of original documents.
- c) Fully completed and signed Application Form, especially Part D for educational background.
- d) You must read the IES/CAREE terms and conditions carefully before signing and submitting the Application form.

H. TERM AND CONDITIONS: [Do NOT submit this Application unless you agree to the Center's Terms and Conditions]

1. **Limited Liability of Service:** IES/CAREE shall have no liability to an applicant for the performance or nonperformance of an evaluation or for loss of or damage to documents submitted with respect to an application. It is not liable for any incidental or consequential damages if the equivalency anticipated by the applicants is not recommended. In short, IES/CAREE shall not be liable for any damages result from the use of an evaluation report.
2. **"Rush" service will start ONLY when complete documents/information have been received.** Furthermore, IES/CAREE assumes no liability related to the lateness of an evaluation report, other than the refund of the "RUSH" fee if the evaluation report cannot be prepared within the stated time, upon receipt of all the requested materials.
3. All evaluation reports/forms, and copies of documents are properties of IES/CAREE. IES/CAREE reserves the right to seek legal redress and consequential damages if the Evaluation Report is used for any other purpose other than stated on Part B, page 1.
4. **Understanding and Agreement:**
 - (1) I understand that the Center makes no guarantees or warranties (expressed or implied) to process the application and complete the evaluation in the way I anticipate. I agree to indemnify the Center and hold it harmless: a). for any damage resulting from acts undertaken and/or omissions allowed by the Center in any connection with this application, b). from any liability if the equivalency anticipated by me is not recommended, c). for any damages resulting from the use of the Evaluation. I agree to reimburse IES/CAREE for all costs, including legal expenses which it may incur as a result of any claim that I (or anyone having interest in my earnings of services) may make, based on the evaluation report and recommendations.
 - (2) I authorize IES/CAREE to disclose any and all information reasonably required to be released in connection with the processing of this application, whether or not the evaluation is ultimately completed to my satisfaction. I acknowledge that, if any documents submitted with respect to an application appears or is determined by IES/CAREE to be irregular or altered, the request for the evaluation will be immediately cancelled, the fee will not be refunded and said documents will not be returned. The Institutions/agencies to which the evaluation was to be sent will be notified as well as members of the National Association Credential Evaluation Services (NACES), and if necessary, the appropriate government agencies.
 - (3) I agree that the fee charged by IES/CAREE to process this application is payable in advance, and that it is **not refundable** (in whole or part), unless there is excess fee. I understand that if I cancel a routine eval. request within three (3) business days of receipt in the Center, I will be charged the processing fee and postage/handling fee, and if the cancellation was for a Rush request, the Rush fee is not refundable at any time.
 - (4) I understand that any returned check will be charged an extra \$25 penalty fee, and to be resubmitted in Money Order only.
 - (5) I also understand that if I agree to have the evaluation completed as requested or explained to me, IES/CAREE has the right to collect the fee in full, even though the evaluation report has not yet been delivered due to unpaid fee balance.
 - (6) I understand that, when there is no response received from the applicant, IES/CAREE reserves the right to cancel any evaluation, with no refund, or charge an extra fee, if the requested information/doc. , or fee balance, is not received within two months of the Center's request date, or within the time limits indicate in the correspondence with the applicant.
 - (7) I release IES/CAREE from any liability for loss or damage to document submitted with my Application, that is not from a willful act of negligent, and beyond IES/CAREE control, i.e. courier service.
 - (8) I understand that IES/CAREE reserves the right to refuse service to any one, and may reject this application, for any reason whatsoever, at any time whatsoever.
 - (9) I certify that the information set forth on this application, and on any detailed analysis or the other paperwork relating to this application, is true, accurate and correct.