



## **Queen's University Belfast – Commission 2024 Process**

### **Key Dates for 2024 Commission Cycle**

08 November 2024	Submit Missing Applications
29 November 2024	Submit Invoice (upon invitation by Queen's only)
31 January 2025	Payment of Commission Invoices complete*
March 2025	Launch of Jan 2025 cycle

\*subject to invoices being correctly submitted and no further requested changes

### **Steps 1-6 for the 2024 Commission Process:**

**IMPORTANT: Please carry out Steps 1 and 2 below until Queen's officially requests an invoice.**

#### ➤ **Step 1: Review your Draft Commission Report which has been sent to you**

If you require additional reports, please click on the link below:

[Draft Commission Report](#)

You will prompted to enter the following:

1. Agent ID (*this has been emailed to you*)
2. Email Contact for Commission Related Enquiries (*this has been emailed to you*)

Access to this report is strictly limited to the email contact provided to the University for Agent Commission Enquiries. The report will take up to 30 minutes each time you generate it and will contain 2 tables; the first detailing fully enrolled students and the second applicants who are not fully enrolled students.

The draft total commission amount, corresponding exclusively to fully enrolled students, will be automatically calculated and detailed on the report. **(Please note that this draft commission report is subject to change until all agent partner claims have been reviewed).**

#### **Note: Commission Payments from INTO**

"Up Front Follow On Commission" (UFFOC) has been paid to eligible agents by INTO. No commission is payable by Queen's University Belfast (QUB), and these entries will appear on your commission report as "Already Paid UFFOC".

This year, INTO will also be making payment of “Follow On Commission” (FOC) to eligible agents for students who have progressed from INTO to QUB. These entries will appear on your commission report as “Payable by INTO FOC”.

➤ **Step 2: Submit a Missing Application Request**

If an application is missing from the draft commission report, please complete the [Additional Applicant Association Request Form](#) (one for each applicant).

**The deadline to submit any missing applications will be Friday 08 November 2024.**

Please do not submit a missing application in relation to UFFOC, FOC or for any other applicant that already appears on the commission report.

A notification will be sent if the request has been successful, and the applicant will then appear on the draft commission report.

➤ **Step 3: Verification of Claims**

After the deadline of 08 November, we will review all claims and ask you to provide proof of assistance in any case where more than one agent makes a claim for the same applicant. Supporting evidence from both parties will be reviewed and both parties will receive a decision from us in due course.

➤ **Step 4: Invitation to Submit Invoice**

After step 3 has been completed, an invitation to submit an invoice will be issued. Invoices received prior our invitation, will need to be resubmitted. Invoices must be sent from your email address as shown above.

**The deadline to submit the invoice will be Friday 29 November 2024.**

➤ **Step 5: Sample Audit**

As part of our audit procedures for commission payments, we are required to carry out sample testing where some agent partners are randomly selected to provide proof of assistance to student(s) included in their commission claims. Agent Partners will receive an email asking for proof of assistance in such cases.

➤ **Step 6: Payment of Invoices**

We will endeavour to pay correctly submitted invoices for September 2024 entry by 31 January 2025. If you have any queries, please contact [agent@qub.ac.uk](mailto:agent@qub.ac.uk).

We look forward to working closely with you over the coming year and thank you again for your support.

Warm regards,

Commission Support Team