

ISM International School of Management, Germany

Agency Commission:

- ➔ You as our agents will receive a commission payment for the first two semesters of every student you send to ISM. As students have by law the option to opt out of the university after the first semester, we need an invoice from the agency for every semester of the student.
- ➔ Please send the invoice of commission after the semester has finished, indicating the name of the student(s), enrolled study course and campus. The commission will be released after the student(s) paid the tuition fee to the university.
- ➔ Please indicate clearly the name of your company, bank information and your tax number (VAT, GSTIN etc.)
- ➔ The invoice should be addressed to:
 - ISM International School of Management GmbH
 - Otto-Hahn-Str. 19, 44227 Dortmund, Germany
 - VAT: DE 158635145

Please add in the invoice also the following sentence:

„Special Instructions: You may be required to account for VAT under the reverse charge procedure according to the local VAT rules in your country. “

Please make sure that the invoice is prepared according to the above-mentioned standard. If any given information is missing on the invoice, we will not be able to process it, and you will not receive the commission payment until you corrected the invoice. We thank you for your understanding.

Due to internal multilayer approval procedures and the fact, that international payments take longer than domestic ones, the regular period until commission payments are successfully processed will take about four weeks. Thank you for your patience.
