



# **Admissions Representative Compensation Plan**

Effective May 15<sup>th</sup>, 2009

HELP-ALTA-000001



**Westwood College Representative Compensation Plan**

**Objective of the Plan**

The Westwood College Compensation Plan fairly compensates Admissions Representatives in line with regulatory guidelines based on total quality performance, level of responsibility, tenure, and student retention. This plan provides clear focus on the recruitment of quality students who possess the skills and ability to graduate. The Plan consists of two primary components:

- Annualized Base Salary and Tenure Salary
- Bonus based on Retention and Completion of Students

**Annualized Base Salary And Tenure Salary**

Annualized base salaries are determined by Representative level according to the matrices in **Addendum A** consisting of: annual salary, achievement of Prospective Graduate Equivalent (PGE) Levels and attainment of minimum Merit and Quality ratings.

To reward Representatives for tenure in the organization an annualized tenure salary will be added to the base salary at the time of each review according to the chart below. In order to qualify for the annualized tenure salary, Representatives must be in good standing without corrective action. Tenure salary is awarded on the subsequent review date once the Representative reaches their hire date each year.

<b>Tenure at Time of Review Effective Date</b>	<b>Total Tenure Salary Added to Base</b>
More than 1 year, less than 2 years	\$500
More than 2 years, less than 3 years	\$1,500
More than 3 years, less than 4 years	\$2,000
More than 4 years, less than 5 years	\$2,500
More than 5 years, less than 6 years	\$3,000
More than 6 years, less than 7 years	\$3,500
More than 7 years, less than 8 years	\$4,000
More than 8 years, less than 9 years	\$4,500
More than 9 years, less than 10 years	\$5,000
More than 10 years	\$6,000

*Additional Tenure salary is not carried forward each year, dollar amounts listed above are the total amounts awarded for the particular year.*

**Hiring Representatives and 90-Day Period**

- All new Representatives will be hired at the Admissions Representative I Level. The base salary within the range will be determined at the discretion of the Director of Admissions based on education level and relevant experience. Exceptions to this require the approval of the Area Vice President of Admissions (AVP).
- During the first 90 days, all Admissions Representatives will receive an evaluation every 30 days using the 30-60-90 review template which will provide critical feedback on performance each 30-day period. During the initial 90 day period, the Director of Admissions will closely monitor the performance of each Representative to ensure sufficient progress is being made. Insufficient progress of the Representative can result in termination of employment.



**Determining Representative Levels and Progress**

The following guidelines must be adhered to when determining Representative levels and progress:

- Representatives can aspire to four classifications; within each classification, there are three salary range levels with varied job responsibilities and performance expectations which are outlined below:

<p><b>Admissions Representative</b></p> <ul style="list-style-type: none"> <li>• Represent the College to prospective students with integrity and enthusiasm</li> <li>• Provide service to all inquiries into the college and contact the prospects on a regular basis. Set appointments for students to visit and tour the campus</li> <li>• Interview and qualify candidates for admission into the college and assist them with program selection.</li> <li>• Assist students with appropriate enrollment paperwork. Follow up with each student to assist them in the careful preparation for starting school</li> <li>• Develop opportunities to identify qualified candidates for the college through referrals and networking</li> </ul>
<p><b>Senior Admissions Representative</b></p> <ul style="list-style-type: none"> <li>• All of the duties of the Admissions Representative</li> <li>• Assume supervisory role in the absence of the manager</li> <li>• Follow up with students enrolled by Representatives no longer with the company</li> <li>• Organize and coordinate Open Houses and Information Seminars</li> <li>• Accept training and observation assignments within the office</li> <li>• Ability to become a Primary Trainer</li> <li>• Accept special projects at either a local or national level</li> </ul>
<p><b>Master Admissions Representative</b></p> <ul style="list-style-type: none"> <li>• All of the duties of the Admissions Representative and Sr. Admissions Representative</li> <li>• Accept training and observation assignments within the office <u>and</u> on a regional or national level</li> <li>• Accept special projects at <u>both</u> a local or national level</li> <li>• Assist in the development of Admissions tools and materials</li> <li>• Mentor new Campus Admissions Representatives</li> </ul>
<p><b>Executive Admissions Representative</b> (<i>Chief Admissions Officer Approval required</i>)</p> <ul style="list-style-type: none"> <li>• All of the duties of the Admissions Representative, Sr. and Master Admissions Representative</li> <li>• Specific projects and duties as assigned by the Director or Area Vice President of Admissions</li> </ul>

- Admissions Representatives will receive two Merit and Quality reviews per year to evaluate Representative Level. These reviews will occur in February and August, (select Executive level Representatives in August only). All Performance Reviews are subject to approval by the Chief Admissions Officer. For review criteria refer to **Addendum A** and your specific Merit and Quality Review template.
- The first Merit and Quality Review will be conducted in February or August as long as the Representative has worked four full recruitment months. If the Representative has not worked four full recruitment months the first review will be conducted on the subsequent February/August review date.
- Once the review is completed, Representative Levels will be evaluated by two measures:
  - The score on the M/Q review
  - Total Prospective Graduate Equivalents (PGE) using **Addendum C**
 Each Representative Level has specific PGE and M/Q results, as listed in **Addendum A**. In general, the Representative Level will be determined by PGE and M/Q guidelines listed in the chart in **Addendum A**. Exceptions to these guidelines require Area Vice President approval and will be documented in the Representative’s review.



- When changing Representative levels, the following guidelines apply:
  - Representative Levels can be increased, decreased, or remain the same based on PGE and M/Q scores. In addition to meeting the minimum requirements in these areas for the Representative Level, a Representative must be evaluated as having the skills necessary according to the position descriptions above.
  - In a Representative's first review, the level cannot be increased by more than two levels.
  - PGE levels are based on five full periods. In the case of a first review, the PGE level will be annualized or forecasted.

### **Bonus Based on Retention and Completion of Students**

A retention and completion bonus will be paid to each Representative five times per year generally in February, April, June, September, and November. Each payment will include bonuses on qualified students during that period. A Representative can receive up to two payments for each student as they progress through their academic program as detailed in **Addendum C**. The following guidelines apply to the retention and completion bonus payout:

- A Representative must be employed on the first day of the month of payout in order to be eligible for that period.
- A Representative must be certified in order to be eligible to receive payouts.
- A Representative who transfers to another position within the organization but outside of the Admissions organization will lose eligibility for all retention and completion bonuses.
- In the event of a promotion to a Director of Admissions position, the Representative will be given a new compensation plan aligned with the new position and all eligibility to receive payments for retention and completion bonuses will be lost.
- If a Representative leaves the organization and is re-hired, he/she is not eligible for retention and completion payments on students enrolled prior to time of re-hire.
- If a student drops from school and returns as a Re-enter A (within six months,) the Representative is eligible for the retention and completion payment.
- If a student drops from school and returns as a Re-Enter B or C (after six months,) neither the original Representative nor the new Representative will be eligible for retention and completion payments.
- If a student is upgraded from his/her original program, the Representative will be eligible only for the first payment in line with **Addendum C**.
- Non-matriculating and employee/dependent students do not qualify for any bonus.
- Bonus amounts earned by non-exempt Representatives will be included in their regular rate for the purposes of calculating overtime. Adjustments to the regular rate will generally be paid the period following the bonus payment.
- Representatives are not eligible to receive payments while on leave of absence (LOA) and payments are not due upon return if leave is over three months (less than three months are payable upon return) unless superseded by State guidelines.



**Minimum Performance Expectations**

Representatives are expected to perform at optimum levels in all areas, including conversion rates, activity levels, start-rates, and overall monthly and class performances. For each month and class, expectations will be set for Representatives as detailed in the “Standards of Performance”. Failure to attain established levels of performance will result in corrective action including probation and/or termination of employment.

**Administration of the Plan**

The Chief Admissions Officer and Chief Legal Officer will oversee administration of the compensation plan and will review any disputes regarding the interpretation or administration of the plan. All decisions of the Chief Admissions Officer and Chief Legal Officer are final. The Administrators reserve the right to make changes to this plan at any time. Should a new version of the compensation plan be implemented, payments not currently due and payable under this plan will no longer be payable or due in the future, and all components of this plan will be superseded by the new plan.

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I have received a copy of the Admissions Representative Compensation Plan and all of its components:

- Addendum A – Salary Matrix
- Addendum B – Merit and Quality Review Standards
- Addendum C – PGE Weights and Retention Bonus

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(Representative Name – Print)

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(Representative Name – Signature)

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Date

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(Director of Admissions Signature)

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Date



**Addendum A  
Salary Matrix**

Campus Admissions Representative				
Level	Annual Salary	Hourly Rate	PGE Level	Minimum M/Q Rating
Admissions Representative I	\$28,000-\$40,000	\$13.46-\$19.23	Up to 65	Meets Requirements min. score 2.0
Admissions Representative II	\$38,000-\$44,000	\$18.27-\$21.15	66-75	Meets Requirements min. score 2.0
Admissions Representative III	\$42,000-\$48,000	\$20.19-\$23.08	76-85	Meets Requirements min. score 2.0
Senior Admissions Representative I	\$46,000-\$51,000	\$22.11-\$24.52	86-95	Meets Requirements min. score 2.3
Senior Admissions Representative II	\$49,000-\$55,000	\$23.56-\$26.44	96-100	Meets Requirements min. score 2.3
Senior Admissions Representative III	\$53,000-\$58,000	\$25.48-\$27.88	101-105	Meets Requirements min. score 2.3
Master Admissions Representative I	\$56,000-\$62,000	\$26.92-\$29.81	106-115	Exceeds Requirements min. score 2.7
Master Admissions Representative II	\$60,000-\$66,000	\$28.85-\$31.73	116-125	Exceeds Requirements min. score 2.7
Master Admissions Representative III	\$64,000-\$71,000	\$30.77-\$34.13	126-135	Exceeds Requirements min. score 2.7
Executive Admissions Representative I	\$69,000-\$76,000	\$33.17-\$36.54	136-148	Exceeds Requirements min. score 3.2
Executive Admissions Representative II	\$74,000-\$81,000	\$35.58-\$38.94	149-161	Exceeds Requirements min. score 3.2
Executive Admissions Representative III	\$79,000-\$86,000	\$37.98-\$41.35	162+	Exceeds Requirements min. score 3.2

*Overtime always requires Director of Admissions Approval.*

*Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.*

**Determining Salary within the Ranges**

- When a Representative is hired into the organization (generally Admissions Representative Level I), the salary within the range will be based on education level, previous relevant experience, and overall market conditions.
- Once a Representative is reviewed and moved to a level beyond AR I, the salary within the range will be determined by the Quality Score from the M/Q review, according to the chart below:

Quality Score	Calculation
3.5-4.0	((Top Range - Bottom Range) x 100%) + Bottom Range
3.0-3.49	((Top Range - Bottom Range) x 90%) + Bottom Range
2.5-2.99	((Top Range - Bottom Range) x 70%) + Bottom Range
2.0-2.49	((Top Range - Bottom Range) x 50%) + Bottom Range
Less than 2.0	((Top Range - Bottom Range) x 0%) + Bottom Range



DNX Admissions Representative				
Level	Annual Salary	Hourly Rate	PGE Level	Minimum M/Q Rating
Admissions Representative I	\$28,000-\$40,000	\$13.46-\$19.23	Up to 54	Meets Requirements min. score 2.0
Admissions Representative II	\$38,000-\$44,000	\$18.27-\$21.15	55-62	Meets Requirements min. score 2.0
Admissions Representative III	\$42,000-\$48,000	\$20.19-\$23.08	63-67	Meets Requirements min. score 2.0
Senior Admissions Representative I	\$46,000-\$51,000	\$22.11-\$24.52	68-72	Meets Requirements min. score 2.3
Senior Admissions Representative II	\$49,000-\$55,000	\$23.56-\$26.44	73-77	Meets Requirements min. score 2.3
Senior Admissions Representative III	\$53,000-\$58,000	\$25.48-\$27.88	78-82	Meets Requirements min. score 2.3
Master Admissions Representative I	\$56,000-\$62,000	\$26.92-\$29.81	83-88	Exceeds Requirements min. score 2.7
Master Admissions Representative II	\$60,000-\$66,000	\$28.85-\$31.73	89-93	Exceeds Requirements min. score 2.7
Master Admissions Representative III	\$64,000-\$71,000	\$30.77-\$34.13	94-103	Exceeds Requirements min. score 2.7
Executive Admissions Representative I	\$69,000-\$76,000	\$33.17-\$36.54	104-115	Exceeds Requirements min. score 3.2
Executive Admissions Representative II	\$74,000-\$81,000	\$35.58-\$38.94	116-128	Exceeds Requirements min. score 3.2
Executive Admissions Representative III	\$79,000-\$86,000	\$37.98-\$41.35	129+	Exceeds Requirements min. score 3.2

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*Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.*

**Determining Salary within the Ranges**

- When a Representative is hired into the organization (generally Admissions Representative Level I), the salary within the range will be based on education level, previous relevant experience, and overall market conditions.
- Once a Representative is reviewed and moved to a level beyond AR I, the salary within the range will be determined by the Quality Score from the M/Q review, according to the chart below:

Quality Score	Calculation
3.5-4.0	$((\text{Top Range} - \text{Bottom Range}) \times 100\%) + \text{Bottom Range}$
3.0-3.49	$((\text{Top Range} - \text{Bottom Range}) \times 90\%) + \text{Bottom Range}$
2.5-2.99	$((\text{Top Range} - \text{Bottom Range}) \times 70\%) + \text{Bottom Range}$
2.0-2.49	$((\text{Top Range} - \text{Bottom Range}) \times 50\%) + \text{Bottom Range}$
Less than 2.0	$((\text{Top Range} - \text{Bottom Range}) \times 0\%) + \text{Bottom Range}$



National Admissions Representative				
Level	Annual Salary	Hourly Rate	PGE Level	Minimum M/Q Rating
Admissions Representative I	\$28,000-\$40,000	\$13.46-\$19.23	Up to 40	Meets Requirements min. score 2.0
Admissions Representative II	\$38,000-\$44,000	\$18.27-\$21.15	41-45	Meets Requirements min. score 2.0
Admissions Representative III	\$42,000-\$48,000	\$20.19-\$23.08	46-50	Meets Requirements min. score 2.0
Senior Admissions Representative I	\$46,000-\$51,000	\$22.11-\$24.52	51-55	Meets Requirements min. score 2.3
Senior Admissions Representative II	\$49,000-\$55,000	\$23.56-\$26.44	56-60	Meets Requirements min. score 2.3
Senior Admissions Representative III	\$53,000-\$58,000	\$25.48-\$27.88	61-65	Meets Requirements min. score 2.3
Master Admissions Representative I	\$56,000-\$62,000	\$26.92-\$29.81	66-74	Exceeds Requirements min. score 2.7
Master Admissions Representative II	\$60,000-\$66,000	\$28.85-\$31.73	75-83	Exceeds Requirements min. score 2.7
Master Admissions Representative III	\$64,000-\$71,000	\$30.77-\$34.13	84-92	Exceeds Requirements min. score 2.7
Executive Admissions Representative I	\$69,000-\$76,000	\$33.17-\$36.54	93-103	Exceeds Requirements min. score 3.2
Executive Admissions Representative II	\$74,000-\$81,000	\$35.58-\$38.94	104-114	Exceeds Requirements min. score 3.2
Executive Admissions Representative III	\$79,000-\$86,000	\$37.98-\$41.35	115+	Exceeds Requirements min. score 3.2

*Overtime always requires Director of Admissions Approval.*

*Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.*

**Determining Salary within the Ranges**

- When a Representative is hired into the organization (generally Admissions Representative Level I), the salary within the range will be based on education level, previous relevant experience, and overall market conditions.
- Once a Representative is reviewed and moved to a level beyond AR I, the salary within the range will be determined by the Quality Score from the M/Q review, according to the chart below:

Quality Score	Calculation
3.5-4.0	$((\text{Top Range} - \text{Bottom Range}) \times 100\%) + \text{Bottom Range}$
3.0-3.49	$((\text{Top Range} - \text{Bottom Range}) \times 90\%) + \text{Bottom Range}$
2.5-2.99	$((\text{Top Range} - \text{Bottom Range}) \times 70\%) + \text{Bottom Range}$
2.0-2.49	$((\text{Top Range} - \text{Bottom Range}) \times 50\%) + \text{Bottom Range}$
Less than 2.0	$((\text{Top Range} - \text{Bottom Range}) \times 0\%) + \text{Bottom Range}$





Online Admissions Representative				
Level	Annual Salary	Hourly Rate	PGE Level	Minimum M/Q Rating
Admissions Representative I	\$28,000-\$40,000	\$13.46-\$19.23	Up to 59	Meets Requirements min. score 2.0
Admissions Representative II	\$38,000-\$44,000	\$18.27-\$21.15	60-68	Meets Requirements min. score 2.0
Admissions Representative III	\$42,000-\$48,000	\$20.19-\$23.08	69-77	Meets Requirements min. score 2.0
Senior Admissions Representative I	\$46,000-\$51,000	\$22.11-\$24.52	78-86	Meets Requirements min. score 2.3
Senior Admissions Representative II	\$49,000-\$55,000	\$23.56-\$26.44	87-90	Meets Requirements min. score 2.3
Senior Admissions Representative III	\$53,000-\$58,000	\$25.48-\$27.88	91-95	Meets Requirements min. score 2.3
Master Admissions Representative I	\$56,000-\$62,000	\$26.92-\$29.81	96-104	Exceeds Requirements min. score 2.7
Master Admissions Representative II	\$60,000-\$66,000	\$28.85-\$31.73	105-113	Exceeds Requirements min. score 2.7
Master Admissions Representative III	\$64,000-\$71,000	\$30.77-\$34.13	114-122	Exceeds Requirements min. score 2.7
Executive Admissions Representative I	\$69,000-\$76,000	\$33.17-\$36.54	123-133	Exceeds Requirements min. score 3.2
Executive Admissions Representative II	\$74,000-\$81,000	\$35.58-\$38.94	134-145	Exceeds Requirements min. score 3.2
Executive Admissions Representative III	\$79,000-\$86,000	\$37.98-\$41.35	146+	Exceeds Requirements min. score 3.2

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*Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.*

**Determining Salary within the Ranges**

- When a Representative is hired into the organization (generally Admissions Representative Level I), the salary within the range will be based on education level, previous relevant experience, and overall market conditions.
- Once a Representative is reviewed and moved to a level beyond AR I, the salary within the range will be determined by the Quality Score from the M/Q review, according to the chart below:

Quality Score	Calculation
3.5-4.0	$((\text{Top Range} - \text{Bottom Range}) \times 100\%) + \text{Bottom Range}$
3.0-3.49	$((\text{Top Range} - \text{Bottom Range}) \times 90\%) + \text{Bottom Range}$
2.5-2.99	$((\text{Top Range} - \text{Bottom Range}) \times 70\%) + \text{Bottom Range}$
2.0-2.49	$((\text{Top Range} - \text{Bottom Range}) \times 50\%) + \text{Bottom Range}$
Less than 2.0	$((\text{Top Range} - \text{Bottom Range}) \times 0\%) + \text{Bottom Range}$



Field Admissions Representative Westwood								
Level	Annual Salary	Annual Salary IL	Annual Salary CA	PGE Level			Min M/Q Rating	Min Sr. CIC Req.
				A	B	C		
Admissions Representative I	\$28,000-\$40,000	28,000-41,500	28,000-43,000	Up to 34	Up to 31	Up to 27	Meets Min 2.0	n/a
Admissions Representative II	\$38,000-\$44,000	39,500-45,500	41,000-47,000	35-39	32-35	28-31	Meets Min 2.0	n/a
Admissions Representative III	\$42,000-\$48,000	43,500-49,500	45,000-51,000	40-44	36-40	32-35	Meets Min 2.0	n/a
Senior Admissions Representative I	\$46,000-\$51,000	47,500-52,500	49,000-54,000	45-49	41-44	36-39	Meets Min 2.3	1500
Senior Admissions Representative II	\$49,000-\$55,000	50,500-56,500	52,000-58,000	50-54	45-49	40-43	Meets Min 2.3	1500
Senior Admissions Representative III	\$53,000-\$58,000	54,500-59,500	56,000-61,000	55-59	50-53	44-47	Meets Min 2.3	1500
Master Admissions Representative I	\$56,000-\$62,000	57,500-63,500	59,000-65,000	60-64	54-58	48-51	Exceeds min. 2.7	2000
Master Admissions Representative II	\$60,000-\$66,000	61,500-67,500	63,000-69,000	65-69	59-62	52-55	Exceeds min. 2.7	2000
Master Admissions Representative III	\$64,000-\$71,000	65,500-72,500	67,000-74,000	70-74	63-67	56-59	Exceeds min. 2.7	2000
Executive Admissions Representative I	\$69,000-\$76,000	70,500-77,500	72,000-79,000	75-82	68-74	60-66	Exceeds min. 3.2	2500
Executive Admissions Representative II	\$74,000-\$81,000	75,500-82,500	77,000-84,000	83-90	75-81	67-72	Exceeds min. 3.2	2500
Executive Admissions Representative III	\$79,000-\$86,000	80,500-87,500	82,000-89,000	91+	82+	73+	Exceeds min. 3.2	2500

Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.

First year Field Representatives will be reviewed based on an alternate review template for their first review only if it falls in the February review period.

**Determining Salary within the Ranges**

- When a Representative is hired into the organization (generally Admissions Representative Level I), the salary within the range will be based on education level, previous relevant experience, and overall market conditions.
- Once a Representative is reviewed and moved to a level beyond AR I, the salary within the range will be determined by the Quality Score from the M/Q review, according to the chart below:

Quality Score	Calculation
3.5-4.0	((Top Range - Bottom Range) x 100%) + Bottom Range
3.0-3.49	((Top Range - Bottom Range) x 90%) + Bottom Range
2.5-2.99	((Top Range - Bottom Range) x 70%) + Bottom Range
2.0-2.49	((Top Range - Bottom Range) x 50%) + Bottom Range
Less than 2.0	((Top Range - Bottom Range) x 0%) + Bottom Range



Field Admissions Representative Redstone								
Level	Annual Salary	Annual Salary IL	Annual Salary CA	PGE Level			Min M/Q Rating	Min Sr. CIC Req.
				A	B	C		
Admissions Representative I	\$28,000-\$40,000	28,000-41,500	28,000-43,000	Up to 31	Up to 28	Up to 24	Meets Min 2.0	n/a
Admissions Representative II	\$38,000-\$44,000	39,500-45,500	41,000-47,000	32-35	29-32	25-28	Meets Min 2.0	n/a
Admissions Representative III	\$42,000-\$48,000	43,500-49,500	45,000-51,000	36-40	33-36	29-32	Meets Min 2.0	n/a
Senior Admissions Representative I	\$46,000-\$51,000	47,500-52,500	49,000-54,000	41-44	37-40	33-35	Meets Min 2.3	1500
Senior Admissions Representative II	\$49,000-\$55,000	50,500-56,500	52,000-58,000	45-49	41-44	36-39	Meets Min 2.3	1500
Senior Admissions Representative III	\$53,000-\$58,000	54,500-59,500	56,000-61,000	50-53	45-48	40-42	Meets Min 2.3	1500
Master Admissions Representative I	\$56,000-\$62,000	57,500-63,500	59,000-65,000	54-58	49-52	43-46	Exceeds min. 2.7	2000
Master Admissions Representative II	\$60,000-\$66,000	61,500-67,500	63,000-69,000	59-62	53-56	47-50	Exceeds min. 2.7	2000
Master Admissions Representative III	\$64,000-\$71,000	65,500-72,500	67,000-74,000	63-67	57-60	51-53	Exceeds min. 2.7	2000
Executive Admissions Representative I	\$69,000-\$76,000	70,500-77,500	72,000-79,000	68-74	61-67	54-59	Exceeds min. 3.2	2500
Executive Admissions Representative II	\$74,000-\$81,000	75,500-82,500	77,000-84,000	75-81	68-73	60-65	Exceeds min. 3.2	2500
Executive Admissions Representative III	\$79,000-\$86,000	80,500-87,500	82,000-89,000	82+	74+	66+	Exceeds min. 3.2	2500

Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.

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**Determining Salary within the Ranges**

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Quality Score	Calculation
3.5-4.0	((Top Range - Bottom Range) x 100%) + Bottom Range
3.0-3.49	((Top Range - Bottom Range) x 90%) + Bottom Range
2.5-2.99	((Top Range - Bottom Range) x 70%) + Bottom Range
2.0-2.49	((Top Range - Bottom Range) x 50%) + Bottom Range
Less than 2.0	((Top Range - Bottom Range) x 0%) + Bottom Range



Field Admissions Representative With No High School Territory Responsibility*			
Level	Annual Salary	PGE Level	Minimum M/Q Rating
Admissions Representative I	\$28,000-\$40,000	Up to 49	Meets Requirements min. score 2.0
Admissions Representative II	\$38,000-\$44,000	50-56	Meets Requirements min. score 2.0
Admissions Representative III	\$42,000-\$48,000	57-64	Meets Requirements min. score 2.0
Senior Admissions Representative I	\$46,000-\$51,000	65-71	Meets Requirements min. score 2.3
Senior Admissions Representative II	\$49,000-\$55,000	72-75	Meets Requirements min. score 2.3
Senior Admissions Representative III	\$53,000-\$58,000	76-79	Meets Requirements min. score 2.3
Master Admissions Representative I	\$56,000-\$62,000	80-86	Exceeds Requirements min. score 2.7
Master Admissions Representative II	\$60,000-\$66,000	87-94	Exceeds Requirements min. score 2.7
Master Admissions Representative III	\$64,000-\$71,000	95-101	Exceeds Requirements min. score 2.7
Executive Admissions Representative I	\$69,000-\$76,000	102-111	Exceeds Requirements min. score 3.2
Executive Admissions Representative II	\$74,000-\$81,000	112-121	Exceeds Requirements min. score 3.2
Executive Admissions Representative III	\$79,000-\$86,000	122+	Exceeds Requirements min. score 3.2

Approval by the Chief Admissions Officer is required for all levels of Executive Admissions Representative Level I and higher.

\* All Individuals in this category require approval by the Chief Admissions Officer.

**Determining Salary within the Ranges**

- When a Representative is hired into the organization (generally Admissions Representative Level I), the salary within the range will be based on education level, previous relevant experience, and overall market conditions.
- Once a Representative is reviewed and moved to a level beyond AR I, the salary within the range will be determined by the Quality Score from the M/Q review, according to the chart below:

Quality Score	Calculation
3.5-4.0	((Top Range - Bottom Range) x 100%) + Bottom Range
3.0-3.49	((Top Range - Bottom Range) x 90%) + Bottom Range
2.5-2.99	((Top Range - Bottom Range) x 70%) + Bottom Range
2.0-2.49	((Top Range - Bottom Range) x 50%) + Bottom Range
Less than 2.0	((Top Range - Bottom Range) x 0%) + Bottom Range



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### Field Presenter

- For the Field Presenter role there are no Representative levels or PGE levels to attain, however, all specific metrics, standards, goals and performance requirements are applicable to the Field Presenter position.
- Base salary for the Field Presenter role is commensurate with experience and education.
- The Field Presenter is reviewed annually in August only.
- All Individuals in this category require approval by the Chief Admissions Officer.



**Addendum B**  
Merit and Quality Review Standards

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As part of the compensation plan Representatives are evaluated based on their performance using two primary areas of measurement: Merit and Quality. Each area of measurement is based on current metrics outlined on a performance scale from Unacceptable to Outstanding. In general, standards of performance are listed below and may be changed for each performance review:

**Campus, National and Online Criteria**

<u>Quality</u>	<u>Merit</u>
Adherence to Policy	Lead to Interview Effectiveness
Administrative Effectiveness	Performance to Monthly Budget
Applicant Satisfaction Results	Productivity
Attrition	Program Mix
Compliance	RGL Effectiveness
Presentation Structure	Start Rate Effectiveness
Professionalism	Timeliness to Enrollment Completion
Second Term Retention	
Teamwork	

**Field Criteria**

Field Representative criteria include the same standards as above with the addition of the following standards:

<u>Quality</u>	<u>Merit</u>
High School Relationship Building	Career Interest Cards Collected
Territory Management	High School Lectures

For detailed measurements by channel, refer to your specific Merit and Quality Performance Review template available from your Director of Admissions.



**Addendum C**

Prospective Graduate Equivalent (PGE) Weights and Retention Bonus

**Westwood College Campus Admissions Representatives**

Bachelor Degree Granting Campuses			
Type	PGE	One	Two
Bachelor Degree	1.25	\$100	\$125
Associate Degree (excludes Medical programs)	.75	\$100	\$0
Technical Management	1.00	\$100	\$0
MBA	1.00	\$0	\$50
Medical and Other Diploma (Excludes Med. ICB)	.50	\$50	\$0
Medical Insurance Coding & Billing (ICB)	.25	\$25	\$0

Medical Specialized*			
Type	PGE	One	Two
Medical (excludes Med. Insurance Coding & Billing)	1.00	\$100	\$50
Medical Insurance Coding & Billing	.25	\$25	\$0
All Other	1.00	\$100	\$50

\* Area Vice President approval required for any Representative classified in this category

Payment One: Qualifies for payment after student completes one academic year (three terms) and has earned a minimum of 36 Westwood College credit hours.

Payment Two: Qualifies for payment after student completes three academic years (nine terms) and has earned a minimum of 108 Westwood College credit hours. Diploma and Associate graduates do not qualify for this payment. MBA graduates qualify for this payment upon graduation.

Texas Campuses			
Type	PGE	One	Two
Associate Degree	1.50	\$100	\$50
Medical Assisting	.50	\$50	\$0
Medical Insurance Coding & Billing	.25	\$25	\$0

Payment One: Qualifies for payment after student completes one academic year (three terms) and has earned a minimum of 36 Westwood College credit hours.

Payment Two: Qualifies for payment after student graduates with an Associates Degree. Diploma graduates do not qualify for this payment.



**Westwood College Field Admissions Representatives**

<b>Bachelor Degree Granting Campuses</b>			
Type	PGE	One	Two
Bachelor Degree	1.25	\$175	\$250
Associate Degree (excludes Medical programs)	.75	\$175	\$0
Technical Management	1.00	\$100	\$0
Medical and Other Diploma (Excludes Med. ICB)	.50	\$50	\$0
Medical Insurance Coding & Billing	.25	\$25	\$0

Payment One: Qualifies for payment after student completes one academic year (three terms) and has earned a minimum of 36 Westwood College credit hours.

Payment Two: Qualifies for payment after student completes three academic years (nine terms) and has earned a minimum of 108 Westwood College credit hours. Diploma and Associate graduates do not qualify for this payment.

<b>Texas Campuses</b>			
Type	PGE	One	Two
Associate Degree	1.50	\$150	\$100
Medical Assisting	.50	\$50	\$0
Medical Insurance Coding & Billing	.25	\$25	\$0

<b>Texas Campuses (Non-Metro)</b>			
Type	PGE	One	Two
Associate Degree	1.50	\$175	\$125
Medical Assisting	.50	\$50	\$0
Medical Insurance Coding & Billing	.25	\$25	\$0

Payment One: Qualifies for payment after student completes one academic year (three terms) and has earned a minimum of 36 Westwood College credit hours.

Payment Two: Qualifies for payment after student graduates with an Associates Degree. Diploma graduates do not qualify for this payment.





**Redstone Admissions Representatives**

<b>Campus Representatives</b>			
Type	PGE	One	Two
Airframe & Powerplant	1.00	\$75	\$50
Advanced Electronics Technology (Avionics)	1.25	\$75	\$50
Airframe or Powerplant	.50	\$50	\$0
HVAC	1.00	\$75	\$0
Construction Management	1.00	\$75	\$0

<b>Field Representatives</b>			
Type	PGE	One	Two
Airframe & Powerplant	1.00	\$175	\$125
Advanced Electronics Technology (Avionics)	1.25	\$100	\$50
Airframe or Powerplant	.50	\$100	\$50
HVAC	1.00	\$100	\$50
Construction Management	1.00	\$75	\$0

Payment One: Qualifies for payment after student completes six blocks and has earned a minimum of 36 Redstone credit hours, or has accomplished a minimum of 900 contact hours.

Payment Two: Qualifies for payment upon graduation.



**National/International Admissions Representatives**

National & International Representatives			
Type	PGE	One	Two
DNN (excludes all Medical & Diploma)	2.50	\$125	\$150
ATL, ATM CHD & LAA (excludes all Medical & Diploma)	2.00	\$125	\$150
Online (excludes all Medical & Diploma)	1.00	\$125	\$150
All Other Schools (excludes all Medical & Diploma)	1.00	\$125	\$150
Online MBA	1.00	\$0	\$50
Diploma and any Medical	.50	\$50	\$0
Diploma (Non-Medical)	.50	\$50	\$0
Online Enrollment that Transfers to DNN, CHD or LAA for their Second Term	1.00	n/a	n/a
Redstone Campuses			
Airframe & Powerplant	.50	\$75	\$50
Advanced Electronics Technology (Avionics)	1.00	\$75	\$50
Airframe or Powerplant	.50	\$50	\$0
HVAC	1.00	\$100	\$50

**Westwood Campuses**

Payment One: Qualifies for payment after student completes one academic year (three terms) and has earned a minimum of 36 Westwood College credit hours.

Payment Two: Qualifies for payment after student completes three academic years (nine terms) and has earned a minimum of 108 Westwood College credit hours. Diploma and Associate graduates do not qualify for this payment. MBA graduates qualify for this payment upon graduation.

**Redstone Campuses**

Payment One: Qualifies for payment after student completes six blocks and has earned a minimum of 36 Redstone credit hours, or has accomplished a minimum of 900 contact hours.

Payment Two: Qualifies for payment upon graduation.



**Westwood College Online Admissions Representatives**

<b>Online Representatives (non-Professional Studies)</b>			
Type	PGE	One	Two
Bachelor Degree	1.25	\$100	\$125
Associate Degree (excludes Medical programs)	.75	\$100	\$0
MBA	1.00	\$0	\$50
Second Term Retention (subject to review each term)	.50	n/a	
RGL Start (subject to review each term)	.50		

Payment One: Qualifies for payment after student completes one academic year (three terms) and has earned a minimum of 36 Westwood College credit hours.

Payment Two: Qualifies for payment after student completes three academic years (nine terms) and has earned a minimum of 108 Westwood College credit hours. Diploma and Associate graduates do not qualify for this payment. MBA graduates qualify for this payment upon graduation.

<b>Professional Studies Only</b>			
Type	PGE	One	Two
Bachelor Degree	1.00	\$125	\$125
Associate Degree (excludes Medical programs)	n/a	n/a	n/a
MBA	.75	\$0	\$125
Second Term Retention (subject to review each term)	.25	n/a	
RGL Start (subject to review each term)	.50		

Payment One: Qualifies for payment after student has earned a minimum of 36 Westwood College credit hours and has completed at least one academic year (three terms).

Payment Two: Qualifies for payment upon student graduation.



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**Bonus Payout Student Guidelines**

<b>Payout Month</b>	<b>Bonus Payout to Include</b>
February	Students who have graduated or who have completed bonus eligibility requirements from November in previous year through current year January. Latest start date included will be Period III of previous year.
April	Students who have graduated or who have completed bonus eligibility requirements from current year February through current year March. Latest start date included will be Period IV of previous year.
June	Students who have graduated or who have completed bonus eligibility requirements from current year April through current year May. Latest start date included will be Period V of previous year.
September	Students who have graduated or who have completed bonus eligibility requirements from current year June through current year August. Latest start date included will be Period I of current year.
November	Students who have graduated or who have completed bonus eligibility requirements from current year September through current year October. Latest start date included will be Period II of current year.



**Other PGEs**

All Admissions Divisions		
Type	PGE	
Gold Achievement per Period	2.00	
Platinum Achievement per Period	4.00	
Representative of the Month	Campus & Online 2.00 National & Field 1.00	
Team of the Month	Campus & Online 2.00 National & Field 1.00	
Team of the Class (each team member employed for the entire run rate of the class)	Varies (see below)	
Campus & National Combined	#1 Team = 3.00 #2 Team = 2.00 #3 Team = 1.00	
Online	#1 Team = 2.00 #2 Team = 1.00	
Field	#1 Team = 2.00 <i>For Period IV only:</i> #1 Team = 2.00 #2 & #3 Team = 1.00	
Non-Matriculating	0.00	
Application Transferred to New Representative (with appropriate approval)	Original PGE Value	
Select Company Assigned Lead or RGL Transferred (through the <u>proper process</u> ) and Starts with Another Channel:	1.00	
Campus or Field to Online (non-SPS)		
Campus, Field, Online to International		
Online (non-SPS) to Campus		
Westwood to Redstone		
Redstone to Westwood		
Campus, Field or Online to SPS	.25	
SPS to Campus, Field or Online		
Field Representatives Only		
Current Admissions Year Enrollment From a Sr. CIC Lead not Written by the Originating Field Representative	Original PGE Value	
Subsequent Admissions Year Enrollment From a Sr. CIC Lead not Written by a Field Representative	.50	
Special Program Representative* – Start From a CIC Transferred to a Designated Representative <i>* Needs <u>written</u> approval of Chief Admissions Officer or PGEs will not be awarded</i>	.50 for Representative Who Generated the CIC	

Any exceptions to PGE values require written approval from the Chief Admissions Officer.