

KAMK Agent Commission Invoicing Instructions

General Information

Agent commissions can only be invoiced and paid when all conditions specified in the valid agency agreement have been fulfilled.

Conditions for Payment

Commission payments can only be processed after:

- the student has completed the registration process,
- the student has started their studies in Finland,
- all student-related payments required under the agreement have been completed,
- the student is covered by a valid agency agreement between the agent and Kajaani University of Applied Sciences (KAMK).

Submission of Invoices

Agents Based in Finland

Invoices from Finland must be submitted as e-invoices in accordance with KAMK's invoicing instructions: <https://kamk.fi/en/about-kamk/explore-kamk/contacts/>

International Agents

Agents located outside Finland should submit invoices by email to: international.office@kamk.fi. Invoices received will be reviewed by KAMK and forwarded to the KAMK Finance Department for processing.

Payment Terms

The payment term stated on the invoice must be at least 21 days from the invoice date.

Required Information on the Invoice

The invoice must include at least the following information:

1. Student's full name (surname and given names)
2. Applicant number

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3. Agent's name
4. Invoice number
5. Commission amount
6. Name and address of the payment recipient (account holder)
7. Bank name and address
8. Bank account number and BIC/SWIFT code (where applicable)
9. Agent's contact details (address, telephone number, and email address)
10. Payment terms: 21 days from the date of invoice.

In addition, the invoice must:

- be issued on the agent's official letterhead,
- clearly show the agent's registered business name and address.

Invoice Verification Process

Before an invoice can be approved, KAMK will verify that:

- the student has commenced studies as agreed,
- the student's recruitment is based on a valid agency agreement between KAMK and the agent.
- the invoiced commission amount corresponds to the applicable agreement,
- no commission has previously been paid for the same student,
- the student information on the invoice matches KAMK's records.

If any information is missing or incorrect, the invoice will be returned to the agent for correction before processing.

For any questions regarding commission payments or invoicing, please contact:

International Office

Email: international.office@kamk.fi

Kajaani University of Applied Sciences (KAMK)