# UPI Student Enrollment Workflow

Our goal is to ensure credibility, professionalism, and smooth conversion while collecting necessary student data. The process is divided into 3 clear stages:

## Stage 1: Application Process (Data Collection & Student Screening)

Purpose: To create seriousness, avoid skepticism about 'easy entry,' and collect all necessary student/parent details.

Steps:

• Students complete a detailed application form (hosted on our website).

• Required fields/documents:

1. Personal Information – Full name, DOB, nationality, contact details.

2. Academic Records – SS1–SS3 transcripts (for graduates) OR latest results (if still in school).

3. Proof of Identification – Passport data page, national ID, etc.

4. Short Essay – 'Why I want to take this program and how it supports my educational goals.' (Not for evaluation, but adds formality).

5. Financial Readiness Check – Confirm ability to pay $950 within 7 days. If not, indicate how soon payment can be made.

6. Parental Consent Form – Required for applicants under 18.

## Stage 2: Evaluation Stage (Screening & Urgency Creation)

Purpose: Assess eligibility, encourage commitment, and drive urgency.

Steps:

• Review applications within 3–5 working days.

• Verify transcripts, identification, parental consent, and seriousness (essay/financial readiness).

• Applicants unable to pay immediately are reminded that the $950 subsidy is limited-time and may rise back to $4,000+, creating urgency.

Outcome: Applicants move forward to payment or are placed on follow-up list.

## Stage 3: Payment Stage (Commitment & Onboarding)

Purpose: Secure tuition, confirm enrollment, and prepare for onboarding.

Steps:

• Accepted students receive formal invoice with payment instructions.

• Payment Options:

1. Direct payment to UPI.

2. Preferably, Scovers Education account (naira/USD).

- Naira: We will provide conversion rate + naira account provided.

- USD: dollar account provided.

• Once payment is received:

- Student receives confirmation

Outcome: Student fully enrolled

Timeline: Invoice sent → Payment expected within 7 days → Immediate confirmation.