

RECRUITMENT AGENT AGREEMENT

between

(hereafter referred to as "EDUCATION PROVIDER")

and

(hereafter referred to as "AGENT")

whereby the EDUCATION PROVIDER appoints the **AGENT** as a Representative of **VICTORY CHRISTIAN SCHOOL** for all the courses and programmes offered by the **EDUCATION PROVIDER**, on the terms specified below.

A. The **EDUCATION PROVIDER**

1. The **EDUCATION PROVIDER** agrees to give the **AGENT** the authority to introduce and recommend individual students to the **EDUCATION PROVIDER** in accordance with the admission standards and policies of the **EDUCATION PROVIDER** and/or any other guidelines agreed by both parties.

Information

2. The **EDUCATION PROVIDER** shall endeavor to provide the **AGENT** complete and up-to-date information on the **EDUCATION PROVIDER** with regard to the programmes, course structure, fee schedules, admissions policies, and other important aspects so as to assist in the proper counselling of prospective students. At its own expense, the **EDUCATION PROVIDER** shall provide the **AGENT** with adequate stocks of Prospectus, information leaflets, application forms, and other useful promotional materials.

3. The **EDUCATION PROVIDER** shall answer any inquiries and send all correspondence and related documents to the **AGENT** promptly via the most efficient means.

4. The **EDUCATION PROVIDER** shall send all the necessary documents to the **AGENT** for student passport procedures and visa application upon receiving the Application Fee and required deposit from the **AGENT**.

5. The **EDUCATION PROVIDER** will not accept payment of any tuition fees (not including the Application Fee and required deposit) until the visa application of the student has been finalized.

Commission Payments

6. For each individual student enrolled at the **EDUCATION PROVIDER** following recommendation by the **AGENT**, the **EDUCATION PROVIDER** shall pay to the **AGENT** a professional fee amounting to 10% of the tuition fee for academic courses. This fee shall be remitted in the form of a cheque made payable to the **AGENT** within four weeks after the student has enrolled at the **EDUCATION PROVIDER**.

7. Should the student enroll at the **EDUCATION PROVIDER** in the Short-Term program first and then decide to continue their studies in the Full-Term program, the AGENT will receive payment of up to 10% of the first year's tuition fee. Note: This is a one-time fee per student.

8. Payments will be made only on receipt of the Request for Payment Form, which must include the student's name, student ID number (or date of birth), the courses of study and commencement date. You can obtain this form from the International Program Director.

9. The **EDUCATION PROVIDER** will not pay a commission if the AGENT does not indicate on the Request for Payment Form that they represent the student, if the student withdraws from their course of study during the four week payment period or if the student has already submitted an application form to the **EDUCATION PROVIDER**.

Performance of Duties

10. The **EDUCATION PROVIDER** will arrange homestay accommodation if required. The AGENT will submit the Student Homestay Application Form along with the required fees for placement. The AGENT will also provide a signed copy of the International Student/Parent Agreement located in the Homestay Guideline Handbook.

11. The **EDUCATION PROVIDER** will review the AGENT's performance annually. This could be by way of student satisfaction surveys and/or interviews.

12. The **EDUCATION PROVIDER** will provide the AGENT with a copy of the Homestay Guideline Handbook, the Parent/Student Handbook, and any other guidelines as set by the **EDUCATION PROVIDER**.

13. The **EDUCATION PROVIDER** will advise the AGENT that ethical performance by the AGENT is of paramount importance.

B. The AGENT

1. The AGENT shall advise, evaluate, and screen all prospective students and shall collect from the students on behalf of the **EDUCATION PROVIDER** the necessary application forms, reports, testimonials, financial guarantee letters, and any other documents requested by the **EDUCATION PROVIDER**. These will be transmitted to the **EDUCATION PROVIDER**.

2. The services and responsibilities of the AGENT to the **EDUCATION PROVIDER** shall include promotion of the **EDUCATION PROVIDER**, its programmes, and other services including accommodation for students. The AGENT shall also give advice to prospective students and parents to ensure they have a full understanding before committing to enrolment.

3. In the advising of individuals and dissemination of information, the AGENT shall take all reasonable measure to ensure that only factual and up-to-date information is given.

4. The AGENT shall endeavour to introduce and recommend individuals who are academically and financially qualified for admission to the **EDUCATION PROVIDER**.

5. The AGENT shall submit complete documentation of the student's application to the **EDUCATION PROVIDER** promptly by airmail or any other efficient method as required.

6. The AGENT shall ensure the **EDUCATION PROVIDER** receives all applicable fees along with the student's application form and documentation at the time of submission for enrolment.

7. The AGENT shall ensure the **EDUCATION PROVIDER** receives the tuition and any other fees from the student, and the AGENT will remit these amounts by bank transfer, cheque, or credit card (a 2% credit card service fee applies) within one week of the student gaining visa approval in principle.

8. The AGENT confirms that he/she has read and understood the Homestay Family Guidelines, the Parent/Student Handbook and all information pertaining to the International Program as set by the **EDUCATION PROVIDER**.

9. The AGENT understands that any breaches of the International Program Guidelines as set by the **EDUCATION PROVIDER** or as set out in this agreement may result in the termination of said agreement.

C. TERMINATION

This Agreement is subject to cancellation by either part on notice of two (2) weeks. The Agreement shall be valid for three (3) years from the date of signature. Any renewal of the Agreement will be negotiated.

If the **EDUCATION PROVIDER** becomes aware that the AGENT is engaging in false, misleading or deceptive conduct or otherwise, contravening the **EDUCATION PROVIDER'S** obligations as set in the International Program Guidelines and this agreement, the **EDUCATION PROVIDER** will immediately advise the AGENT in writing to cease that activity. If the AGENT fails to cease, the **EDUCATION PROVIDER** will immediately withdraw the AGENT'S accreditation, terminate this Agreement and stop accepting students from the AGENT.

THE TERMS OF THIS AGREEMENT ARE HEREBY AGREED BY:

*Signed for and on behalf of the **EDUCATION PROVIDER**:*

Name (Please Print): _____

Signature: _____ Designation: _____

Date: _____

Signed for and on behalf of AGENT:

AGENT Name (Please Print): _____

AGENT Signature: _____

Date: _____