

	RECRUITMENT AGENT AGREEMENT
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	between
	London International Academy
	(hereafter referred to as "LIA")
	And
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	(hereinafter referred to as "AGENT")
• • • • • • • • • • • • • • • • • • • •	AGENT as a Representative of <i>London International Academy</i> for all the d by LIA in (countries ecified below:
he LIA	
LIA agrees to give the	e AGENT the authority to introduce and recommend individual students to the admission standards and policies of LIA , and/or any other guidelines is.
Information	
regard to the program aspects so as to assi- shall provide the AGE	to provide the AGENT complete and up-to-date information on LIA with ns, course structure, fee schedules, admissions policies and other important st in the proper counselling of prospective students. At its own expense LIA ENT with adequate stocks of current prospectus, information leaflets, I other useful promotional materials.
LIA shall answer any AGENT via mutually	enquiries and send all correspondence and related documents to the agreeable means
	tration Fee and Guardianship Fee (for students under 18 years of age) and shall provide the AGENT all the necessary documents for student passport application including:
Letter of Acceptance	and payment receipt.
Guardianship Letter (if applicable).
The above two fees (Guardianship and Registration) are non-refundable in any cases.
LIA Initial:	Agent Initial:



Commission Range Payments

- For each Agent performance level, LIA shall pay to the AGENT a professional fee of the first year's tuition fee for academic courses for individual students enrolled at LIA as follows:
 - Academic Program AGENT's Initials_____

 EDUCATION PROVIDER'S Initials

Agent Performance Level	#of students	Grade 9	Grade 10	Grade 11	Grade 12
A	> 20	50%	45%	35%	25%
В	11 - 20	45%	40%	30%	25%
С	5 -10	40%	35%	27.5%	20%
D	< 5	35%	30%	25%	20%

- The agents who have signed an agreement with London International Academy, will be able to receive 10% commission of tuition fees every year after the 1st year, for each student that continues at LIA.
- HST is included in the commission percentage that will be paid to agents
- All Canadian agents must submit information for tax purpose such as contact information, photocopy of the ID with address
- All foreign agents, if it's a company, will send us a foreign government issued legal document to prove the existence of the company (article of corporation, business license, etc.)
- Foreign agents that is an individual, 30% of the commission will be withheld for the agent's income tax according to CRA's rules.

All Short-Term Programs (Summer Camp / ESL / IELTS)

- Same terms should also be applied to short-term programs contract.
- One group leader will be permitted to have free accommodation and meals for 10-15 students in short term programs.

This fee shall be calculated after the student(s) have enrolled at **LIA**, paid their fees entirely and are at London International Academy. This fee will be remitted in February on an annual basis to the AGENT.

- **LIA** agrees to refund the tuition fee (less any administration fee and in accordance with the Provider's refund policy) if the student is refused the final visa application.
- LIA reserves the right to refuse a student's application if it considers that there are justifiable reasons to do so.

LIA Initial:	Agent Initial:	



 LIA will not pay a commission if the AGENT does not indicate that he or she represents the student or if the student has already submitted an application form to the LIA.

Performance of Duties

- LIA will provide the AGENT with advertisement files and current school information.
- LIA will update the AGENT with information of the Canadian educational system and, specifically, graduation requirements regarding the Ontario Secondary School Diploma (OSSD).
- **LIA** will review the AGENT's performance annually. This could be by way of student satisfaction surveys, interviews.
- LIA will provide the AGENT with a copy of the Agent Manual.
- LIA will advise the AGENT that ethical performance by the AGENT is of paramount importance.

The AGENT

- The AGENT shall commit to successfully recruit at least one student from their respective countries and regions as outlined above.
- The AGENT shall advise, evaluate and screen all prospective students and shall collect from the students on behalf of LIA the necessary application forms, reports, testimonials, and any other documents requested by LIA these will then be transmitted to LIA.
- The services and responsibilities of the AGENT to **LIA** shall include promotion of **LIA**, its programs, 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.
- 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.
- The AGENT shall endeavour to introduce and recommend individuals who are academically and financially qualified for admission to LIA.
- The AGENT shall submit complete documentation of the student's application to **LIA** promptly by any efficient method as required.
- The AGENT shall ensure LIA receives the tuition and any other fees from the students and the AGENT will remit these amounts to LIA in a timely manner of the student gaining approval in principle.
- The AGENT will not engage in any false, misleading or deceptive conduct or otherwise contravene any of LIA'S obligations.
- The AGENT will promote LIA information on the agent's website and brochures.
- The AGENT will fill, sign and submit the agent commission application form in the third week of February or October and LIA will write a cheque or make bank transfer to the agent depending of the preferred method of payment by the AGENT.

LIA Initial:	Agent Initial:
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TERMINATION

This Agreement is subject to cancellation by either party on notice of thirty (30) days. The Agreement shall be valid for two (2) years from the date of signature. Any renewal of the Agreement will be negotiated. If the agent fails to recruit any students during the first one (1) year period from date of signing, the Agreement may be terminated.

If **LIA** becomes aware that the AGENT is engaging in false, misleading or deceptive conduct or otherwise contravening **LIA'S** obligations, **LIA** will immediately advise the AGENT in writing to cease that activity. If the AGENT fails to cease, **LIA** 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 LIA:	
Signature:	Designation:
Date:	
Signed for and on behalf of AGENT:	
AGENT Name:	
AGENT Signature:	
Date:	
I IA Initial·	Agent Initial:

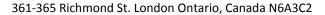


Confirmation of Agreement

Please complete and return this form to *London International Academy*. Please keep this Agreement Contract for your records.

Agency Name	
Title Signature of the Responsible Person	
Physical Address	
Mailing Address (If different from above)	
Phone and Mobile	
Fax	
Website	
Email	
	Please provide full details:
Preferred Payment to you:	If cheque: Payee Name
ChequeWire Transfer	If wire: Bank Information:
(Please tick)	

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LIA Initial:__

Tel: (519) 433-3388 Fax: (519) 433-3387

I have read and understood the conditions of the Contract and I agree to follow them. I have also read the New Agent Manual and agree to comply with the conditions.

Signed: (Agent)
Date:
LIA agrees to give the AGENT written notice for items and standards for future school fees if there are an adjustments.

Agent Initial:_____