

RECRUITMENT AGENT AGREEMENT

between

London International Academy

(hereafter referred to as "**LIA**")

And

(hereinafter referred to as "**AGENT**")

Whereby LIA appoints the AGENT as a Representative of **London International Academy** for all the courses and programs offered by **LIA** in _____ (countries and regions) on the terms specified below:

The LIA

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

Information

- **LIA** shall endeavour to provide the AGENT complete and up-to-date information on **LIA** with regard to the programs, 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 **LIA** shall provide the AGENT with adequate stocks of current prospectus, information leaflets, application forms and other useful promotional materials.
- **LIA** shall answer any enquiries and send all correspondence and related documents to the AGENT via mutually agreeable means
- After receiving Registration Fee and Guardianship Fee (for students under 18 years of age) and Tuition Deposit, **LIA** shall provide the AGENT all the necessary documents for student passport procedures and visa 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%
B	11 - 20	45%	40%	30%	25%
C	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: _____

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: _____

LIA 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	
Preferred Payment to you: <ul style="list-style-type: none"> <i>Cheque</i> <i>Wire Transfer</i> (Please tick)	Please provide full details: <ul style="list-style-type: none"> If cheque: Payee Name_____ If wire: Bank Information:

LIA Initial:_____

Agent Initial:_____

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 any adjustments.

LIA Initial: _____

Agent Initial: _____