

## Agency Agreement

Between

**Rutherford Private School**

(Hereafter referred to as “SCHOOL”) and

**AGENCY**

(Hereafter referred to as “AGENT”)

### **1. Terms of Agreement**

- 1.1. This agreement is in effect upon authorization by the signature of the two parties unless discontinued by one or both of the signatories in written form at least 30 days prior to effective discontinuation.

### **2. Obligations of the SCHOOL**

- 2.1. To supply the AGENT with comprehensive, accurate, and up-to-date information about the SCHOOL, both before and after enrollment. This includes brochures, enrolment forms, and other materials to promote the SCHOOL.
- 2.2. To communicate promptly with the AGENT throughout the student’s application process and the duration of the student’s term of study.
- 2.3. To answer any enquiries and send all correspondence and related documents to the AGENT promptly via the most efficient means.
- 2.4. To agree to refund tuition fee and any other fee (except for the application fee) received from the AGENT if the student is refused the final visa application.
- 2.5. To provide the AGENT with student report cards every term, in order to forward them to parents as needed.
- 2.6. To act in a professional and ethical manner in its dealings with the AGENT and the students they represent.

### 3. Obligations of the AGENT

- 3.1. To initiate collaboration that will prove mutually beneficial to students, SCHOOL and AGENT alike.
- 3.2. To use its best endeavors to promote the SCHOOL and the enrollment of international students in their own social media platforms.
- 3.3. To represent the SCHOOL according to the information contained in the brochures and the conditions set out in the Code of Practice.
- 3.4. To act as an intermediary between the SCHOOL, the parents, and the student.
- 3.5. To ensure that fees are paid promptly upon invoicing from the SCHOOL.
- 3.6. AGENT is responsible for the student until he/she graduates and will be the main contact for all matters regarding the student unless other prior arrangements are made.
- 3.7. In particular, it is agreed that the Agent will:
  - 3.7.1. Actively recruit individual students for referral to the School.
  - 3.7.2. Maintain communications with Admissions Department at the School at all times, and in particular, provide information on potential students and immigration issues and arrival dates.
  - 3.7.3. Ensure that all required paperwork for application to the School is completed and submitted to the School.
- 3.8. To forward completed enrollment applications promptly to the SCHOOL either by FAX, e-mail, or mail. The AGENT will ensure that all information required on the enrollment form is complete.
- 3.9. To provide ongoing support for the family during the application/Visa application/enrollment process (including mailings).
- 3.10. Once the student is enrolled and has arrived at the school, the AGENT shall promptly forward all correspondence to the parents, including school report cards.
- 3.11. To assist in the collection of fees, and in supporting students and parents with problems such as disciplinary incidents.
- 3.12. To comply with the terms and conditions of the SCHOOL'S policy in handling any student information.

## 4. Commission Terms

- 4.1. Upon reaching sales and promotions goals AGENT will receive a commission for each individual student enrolled at the SCHOOL by AGENT's recommendation. The SCHOOL shall pay to the AGENT a commission fee according to the regulations of the commission payment plan chosen by AGENT from the options below:
- 4.2. Payment Plan options:
  - 4.2.1. **BRONZE PLAN:** AGENT who provides student(s) for any SCHOOL programs; on Zoom and/or in-person, will receive a commission fee of **17%** of tuition fee from the SCHOOL, upon the student(s) arrival to Canada and fully attending the school and/or join Zoom classes. AGENT is exempt from any commitment and/or obligations. (see section 3)
  - 4.2.2. **SILVER PLAN:** If AGENT achieves sales goal of **35,000.00 CAD** or more for the same academic year; including long and short term programs and fulfills AGENT obligation requirements in section 3, the AGENT will receive a commission fee of **23%** of the tuition fee from the SCHOOL, upon the student(s) arrival to Canada and fully attending the school in-person programs and/or join Zoom classes.
  - 4.2.3. **GOLD PLAN:** If AGENT achieves sales goal of **70,000.00 CAD** or more for the same academic year; including long and short term programs and fulfills AGENT obligation requirements in section 3 plus all conditions of the promotion below, the AGENT will receive a commission fee of **27%** of tuition fee from the SCHOOL, upon the student(s) arrival to Canada and fully attending the school.
    - 4.2.3.1. Promote the School by placing the up-to-date information on the Agent's website, promoting the School to potential students, organizing Zoom/ Webinar presentations with the School Admissions Office, distributing marketing materials to potential students, and etc.
    - 4.2.3.2. Makes a monthly promotion of SCHOOL programs, provides up-to-date information about prices, SCHOOL services, and events via social media resources such as Facebook, Instagram, LinkedIn, WhatsApp groups and etc. and follows the SCHOOL promotion plans.
    - 4.2.3.3. Provides proofs of promotion such as links, print screens, receipts for payment of bills for promotions, photo and/or video proofs of promotion events of a SCHOOL.

- 4.3. No commission fee will be issued for a student who is not accepted or unable to obtain a VISA.
- 4.4. No refund is available for Zoom programs, whether full-time or part-time.
- 4.5. AGENT will receive an additional 5% for each year that the students stay with us.
- 4.6. AGENT has to provide the SCHOOL the following information:

### Special Offer Commission Structure

1- 20% for High School Programs

#### Tuition Fee for Full Academic School Year (Four Terms)

Academic	Grades	Full Academic School Year	High School Credits	Tuition Fee: In Person	Tuition Fee: On Zoom	Application Fee	Maintenance Fee	Books /eBooks
International Students	9-12	10 Months	8	\$18,900	\$14,900	\$500	\$500	\$500

2- \$5,000 for Adult Programs

#### Adults University/College Prep Program

University/ College Prep	Grades	Full Year: Four Terms	High School Credits	Tuition Fee: In Person	Tuition Fee: On Zoom	Application Fee	Maintenance Fee	Books /eBooks
International Students	11-12	10 Months	6-8	\$23,900	\$18,900	\$500	\$500	\$500

**SIGN THE AGREEMENT BY **FEBRUARY 28, 2023** TO RECEIVE THE SPECIAL OFFER**

(Make sure all pages are initialed)

**Agency name:**

**Director's name:**

**Educational advisor's name:**

**Address:**

**Contact phone number:**

**Email:**

**Website:**

By their signature below, the SCHOOL and the AGENT hereby agree to the above-stated terms:

**Rutherford Private School**

Name:

Signature:

Date:

**Agency**

Name:

Signature:

Date: