

Happy New Year and I hope you had a great holiday time. Here is the e-mail record for the probationary contract with us.

**Please confirm if you are okay with all the terms and conditions.**

The foremost condition of the probationary contract is your target. You are required to send us at **least 5 students** during this period (January 2018 to September 2018). Please note that we will be paying you commission on every student that is sent during the probationary contract.

**Rest of the terms of the contract are:**

**The Agency shall:**

1. At their expense, advertise market and promote VIU.
2. Actively recruit individual students for referral to VIU.
3. Maintain communications with VIU at all times and in particular provide information on students, their arrival dates and times and other such needed information as may be required by VIU from time to time.
4. Follow the processes and procedures of VIU for the admission of international students. These processes and procedures will be provided to the Agency by VIU.
5. Refer to themselves as a representative of VIU but refrain from referring to themselves in any way or implying that they are a branch or department of VIU.
6. Provide to VIU such information as requested regarding particulars relating to the performance of their recruitment activities.
7. Execute such further documents and to perform such further and other acts as may be necessary or desirable from time to time in order to give full effect to the provisions of this Agreement.

**Vancouver Island University shall:**

1. Provide full information on courses, programs, policies, procedures and regulations available and pursuant to international students.
2. Provide the Agency with information on processes and procedures for the admission of international students to VIU.
3. Pay Commission Rates to the Agency as identified below.
4. VIU shall not pay for events arranged/managed by the Agency if the latter is not sending at least 10 students over a period of one year/12 months.

**The Agency is authorized to recruit individual students from Vietnam, at the Commission rates in Canadian dollars, and for the Programs as follows:**

1. Undergraduate Degrees or Diplomas and Post Graduate Certificates or Diplomas
  - VIU will pay to the Agency in Canadian dollars, fifteen percent (15%) (hereafter referred to as "Commission") of the first two (2) semesters' tuition fees for the first two (2) semesters of academic undergraduate program or academic post graduate certificates or diplomas paid to VIU by students to a maximum of \$2,000 Commission for academic studies referred to VIU by the Agency.
  - VIU will pay the above-noted Commission in semester-based instalments; being paid approximately six (6) weeks after the commencement of the student's semester. If the student withdraws from the program, Commission will not be paid.
  - Commission will be paid for students who are full participants in the University program.  
Full participants are defined as having:
    - i. Registered with the University
    - ii. Paid tuition and

iii. Attending classes

- Students not meeting the above criteria will not qualify the Agency for Commission.
- Commission to the Agency will not be paid for students who are refused a visa by Immigration Canada. In this instance, VIU will refund pre-paid tuition, less administration fee, to applicants who are denied a study permit. A copy of the refusal letter from the Canadian Embassy must be submitted to VIU before the refund will be processed.

1. Post Graduate Diploma in Business Studies

- VIU will pay to the Agency in Canadian dollars, One thousand and two hundred fifty (\$1,250.00) Commission for each student that registers, pays tuition and attends PDDDB offered at VIU.
- The Commission will be paid in two instalments of fifty percent (50%) each. The first instalment will be paid approximately six (6) weeks after the commencement of the first semester and the second instalment approximately six (6) weeks after the second instalment of fees has been paid and the refund date has passed.

1. Master of Business Administration/Master of Science in International Business (MBA/MScIB)

- VIU will pay to the Agency in Canadian dollars, two thousand and five hundred dollars (\$2,500.00) Commission for each student that registers, pays tuition and attends MBA /MScIB offered at VIU.
- The Commission will be paid in two instalments of fifty percent (50%) each. The first instalment will be paid approximately six (6) weeks after the commencement of the first semester and the second instalment approximately six (6) weeks after the second instalment of fees has been paid and the refund date has passed.
- **VIU will pay a Commission of 15% of the tuition to the Agency for the pre MBA Management Foundation Program.**

1. Master of Geographic Information Systems Application

- VIU will pay to the Agency in Canadian dollars, two thousand and five hundred dollars (\$2,500.00) Commission for each student that registers, pays tuition and attends MGISA offered at VIU.
- The Commission will be paid in two instalments of fifty percent (50%) each. The first instalment will be paid approximately six (6) weeks after the commencement of the first semester and the second instalment approximately six (6) weeks after the second instalment of fees has been paid and the refund date has passed.

1. Master of Arts in Sustainable Leisure Management

- VIU will pay to the Agency in Canadian dollars, one thousand and five hundred dollars (\$1500.00) Commission for each student that registers, pays tuition and attends the Master of Arts in Sustainable Leisure Management at VIU.
- The Commission will be paid in two instalments of fifty percent (50%) each. The first instalment will be paid approximately six (6) weeks after the commencement of the first semester and the second instalment approximately six (6) weeks after the second instalment of fees has been paid and the refund date has passed.

1. Master of Education in Educational Leadership or Special Education

- VIU will pay to the Agency in Canadian dollars, one thousand and five hundred dollars (\$1500.00) Commission for each student that registers, pays tuition and attends the

Master of Education in Educational Leadership or Master of Education in Special Education at VIU.

- The Commission will be paid in two instalments of fifty percent (50%) each. The first instalment will be paid approximately six (6) weeks after the commencement of the first semester and the second instalment approximately six (6) weeks after the second instalment of fees has been paid and the refund date has passed.

1. Master of Community Planning

- VIU will pay to the Agency in Canadian dollars, one thousand and five hundred dollars (\$1500.00) Commission for each student that registers, pays tuition and attends the MCP at VIU.
- The Commission will be paid in two instalments of fifty percent (50%) each. The first instalment will be paid approximately six (6) weeks after the commencement of the first semester and the second instalment approximately six (6) weeks after the second instalment of fees has been paid and the refund date has passed.

1. Commission

- The aforementioned Commission, as stated above, shall be paid by VIU to the Agency only in respect of students recruited by the Agency and therefore not for of all students from Vietnam who register and pay fees to VIU.

Thanks a lot and welcome to the world of VIU.

***Ami Robinson***

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***International Marketing & Recruitment***

**Vancouver Island University**

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