



Unit 201-12899 80th Ave.
Surrey, BC, V3W 3A8

#100-31838, South Fraser Way,
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ADMISSIONS REPRESENTATIVE CONTRACT

This Admissions Representative Contract is made between the undersigned parties for and in consideration of the rendering of services and payment of the wage/salary/commission and for the other terms and conditions as hereinafter set forth below:

This **AGREEMENT** is made this 12 day of November, 2017 between;

Sia immigration solutions inc

(here after referred as **Admissions Representative**), residing at (address)

246.2 Ave #301, Kamloops BC, V2C 2C9, Canada

And;

The Western Community College (hereafter referred as WCC or College),

Unit 201, 12899 - 80th Avenue Surrey, BC V3W 0E6

Western Community College and the Admission Representative wish to enter a relationship where the Admissions Representative will promote the admissions for the College, as per the terms and conditions set forth herein.

The following terms and conditions shall apply to this Contract:

1. **TERRITORY:** The Admissions Representative's Territory shall consist of all countries where the Representative wishes to operate. The College has the right to appoint any other Admission Representative in this territory.
2. **Duties of the Admissions Representative:**
 - a) The Admissions Representative shall use his best efforts to solicit admissions for the College by presenting College requirements and course outcomes in a clear, understandable and professional manner. In this regard, Admission Representative will present the College information to consumers within the Admission Representative's territory.





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- b) Admission Representative is responsible for material distribution provided by the College, with due permission of the concerned authorities.
 - c) The Admission Representatives' solicitations and admissions will be conducted in accordance with such procedures, fee structures, and terms and conditions as the College may specify from time to time. All admissions are subject to approval by the College Authorities.
 - d) In lieu of payment from the College, the Admission Representative will be responsible for all the duties assigned to him/her by the President/Management/Senior Administrator of the College, as per the qualification and experience of the Representative.
 - e) The Admission Representative will follow the Admission and Fee Deposit Procedure, as laid out by the College and will not change the same at his own discretion.
 - f) The Admissions Representative shall not involve him/herself in any activity resulting into plagiarism or violation of copy rights or violation of any laws.
3. **NO AGENCY:** Admissions Representative is an independent contractor and under no circumstances will the Admissions Representative commit the College to the delivery of Admissions purports to legally bind the College in any matter, or hold himself out as an employee or agent with legal authority to bind the College.
4. **USE OF INFORMATION:** Only the College's approved information, and terms and conditions will be used in any advertising, sales promotions, solicitation and other duties set forth in this Agreement. The Admissions Representative shall not use publicity material, curriculum or any other teaching material at any other institution or for any other personal or commercial purpose.
5. **PUBLICITY MATERIAL AND RECORDS:** Any publicity material provided by the College to the Admissions Representative shall remain the property of the College, and cannot be sold or transferred to any other person and must be returned to the College upon request. All admission related and advertisement related papers and records must be maintained by the Representative and submitted to the office of WCC as and when demanded by the office. The stated deadline is imperative and failure to do so may result in the termination of the services contract.





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6. **COMMISSIONS:** Subject to the terms and conditions of this Admission Representative Agreement, the Admission Representative shall receive a commission as per the terms of payment agreed upon. (20% of Tuition Fee)

The commissions will be based on net tuition fee and will accrue for only that portion of the fee that is not withdrawn by the student.

7. **REFUSALS, DISMISSAL AND CANCELLATION:** WCC and the Admissions Representative agree as follows:

- a) If Immigration Canada does not approve the student visa for the student who applied for a program at WCC, the student will get a full refund of the fee paid **EXCEPT \$250 which is the non-refundable registration fee**, upon sending the written proof of refusal from the immigration.
- b) If the student visa has been granted to the student, refund will be made as per the refund policy.
- c) If the student is dismissed from the college due to unacceptable behavior or failure to adhere to the college policies, there will be no refund of tuition.

8. For the first three months, the Admission Representative shall remain under a probation period and after three months; the performance of the representative shall be evaluated by the College Management. At this stage, if the Representative's performance is below expectations, the contract will not be continued any further.

9. The College reserves the right to terminate each assignment if the performance of the Admissions Representative is not deemed satisfactory in the opinion of the College management, or if there is insufficient enrollment/work, the determination of which shall be solely at the College discretion.

10. The College further reserves the right to terminate this Contract if the Admission Representative fails to comply with any of the terms, covenants and conditions set forth in this Contract or fails to comply with the other policies or Code of Conduct defined by the College.





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11. The College further reserves the right to terminate this Contract if the representative commits an offense involving moral turpitude or engages in conduct which causes the representative to be held in public ridicule and in the opinion of the College have a visible detrimental effect on the College services or reputation.

GOVERNING LAW: This Admissions Representative Agreement shall be deemed to have been made in the province of British Columbia, Canada and shall be governed and construed in accordance with the laws of BC, Canada.

I have read the contents of the contract and understand the consequences thereof.

Signature (Admission Representative): Munish Joshi Date: 12 Nov, 2018
Place Kamloops, BC

Signature (College) (President -WCC): [Signature] Date: Nov 14, 2018
Place Surrey

