

A School Accredited by the Ministry of Advanced Education of
British Columbia

**LETTER OF AGREEMENT FOR A REPRESENTATIVE OF
CANADA INTERNATIONAL ROYAL ARTS COLLEGE**

Between: CANADA INTERNATIONAL ROYAL ARTS COLLEGE (hereafter referred to as “the School”)

And Sia Immigration Solutions Inc. **(Name of Company-hereafter referred to as “the Representative”)** located at 246 2 Ave #301, Kamloops, BC V2C 2C9

Agent Agreement #: _____ **(Please quote this number in future)**

This letter of agreement is presented with the purpose of establishing an arrangement for recruiting students by the Representative.

For the Representative

1. The Representative agrees to make positive and truthful representations on behalf of the School and to promote it as a quality institute of learning.
2. The Representative shall provide the School with active and continuous student recruitment, including student selection and counseling, application handling, and follow-up services. The Representative may not, in any way, misrepresent the School.
3. The Representative agrees to truthfully provide prospective students with complete and accurate information pertaining to programs, fees, and accommodation arrangements in accordance with information provided by the School.
4. The Representative agrees to explain the School’s payment procedures and refund policy to prospective students and to inform them any policy changes.
5. The Representative will ensure that the parents are well informed about the policies and procedures of the School and will educate the students on any changes that may be made.
6. The Representative will provide the School with information to assist in the assessment of prospective students’ academic and personal background.
7. The Representative will complete the necessary application forms and facilitate the provision of appropriate documentation as specified by the School.
8. Collection of fees from students, on behalf of the School, is not the responsibility of the Representative. The Representative shall advise students to remit fees to the School and the payee (payable to) shall be “CANADA INTERNATIONAL ROYAL ARTS COLLEGE INC.”.

9. The Representative agrees to receive CEMs (Commercial Electronic Messages) from the School, such as newsletters containing news, updates and promotions regarding the School.
10. The Representative may withdraw consent to receive the CEMs at any time.
11. The Representative is responsible for all its operating expenses and all other expenses associated with the recruitment of students, unless otherwise agreed upon.
12. Invoices from the Representative must be submitted within 60 days of the arrival of the student and will be paid within 30 days of receipt of the invoice.
13. The Representative is responsible for all source deductions, applicable taxes or government reports in regard to the payment received from Canada International Royal Arts College.
14. It is understood that as the Representative, you will not permit or maintain any condition or activity which violates the law, interferes with the School's program or operations, or dishonors the School's reputation. Failure to comply with this requirement will result in compensation to Canada International Royal Arts College for all costs and expenses, including attorney's fees, arising out of misrepresentation.

For the School

15. The School agrees to provide the Representative with current information, brochures, promotional materials, fees schedule, application forms, and other aids for student recruitment. These materials are free-of-charge and of appropriate quality.
16. The School shall be responsible for issuing receipts for fee payments and Letters of Acceptance (LOA) to students, and will inform the Representative on an ongoing basis of students' enrollment status, up to the point at which the student is registered.
17. Educational service fee will only be paid when the Representative presents to Canada International Royal Arts College the student information prior to a student's initial visit to the School.
18. The School agrees to pay the Representative an "Educational Service Fee" for each student recommended by the Representative and enrolled in the School, subject to the following conditions:
 - 1) The School will pay an educational service fee to the Representative for each student they enroll at the School, in accordance with the Educational Service Fee Chart for 2020-2021 which will be supplied with this agreement (See Appendix A).
 - 2) The School agrees to pay the Representative a commission based on the total tuition fee stated on the student enrolment contract, wherein, should a student continue their studies with the School beyond the initial enrollment or beyond the course for which they had originally enrolled, the School will pay an additional commission as per our Educational Service Fee Schedule (Appendix A).
 - 3) The educational service fee does not apply to third party charges or to the application fees, deposits, medical insurance, activities and IT fees or textbooks. Additionally, the educational service fee is subject to annual review, and apply only to the specific sessions listed. A breakdown of the School's fee structure is available upon request.
 - 4) The educational service fee will be reduced for students who have their fees prorated for late program entry; likewise, educational service fees for students who are on scholarship or financial aid may also be reduced.

19. The School will forward the Educational Service Fee payable to the Representative when the following conditions have been met:

- 1) Start of a new program and arrival of the student,
- 2) Receipt by the School of full payment of tuition fees plus any other required fees,
- 3) Receipt of all completed registration documents of the student (as previously requested by Admissions Department), and
- 4) Receipt of an invoice (reflecting any applicable pro-rating) from the Representative

20. The School shall pay the above-noted educational service fee as follows: educational service fee becomes payable only after students have successfully registered, paid deposits in full (as per the fee schedule) and attended six (6) weeks of the current semester. Education Service Fee will be paid approximately 21 days upon achievement of the conditions and supported by an invoice to the School by the Representative.

21. The existence of this agreement shall not in any way prevent Canada International Royal Arts College from engaging in business with any other person, organization or company of its choosing.

Length and Amendment of Agreement

22. This agreement may be cancelled by either party with three months' notice in writing, or immediately by Canada International Royal Arts College if deemed necessary to do so.

23. This agreement is valid for one year from the date of signature of both parties and is subject to review upon expiry, and may be renewed for subsequent terms.

24. Each party remains an independent agent and therefore, neither party accepts liability, directly or indirectly, for the other.

25. The termination of this Agreement shall not release or discharge either party from any obligation, debt or liability previously accrued that is not performed by the date of termination.

Appendix A

Educational Service Fee (Commission): Canada International Royal Arts College shall pay to its Representative a one-time commission fee based on the student's deposit. The college will pay to agency 20% of total tuition collected from the student.

The most updated Fee Schedule must be in effect. If students receive a Scholarship, the commission will apply less the amount of the scholarship.

Agreed and Signed by:

For Canada International Royal Arts College

Name of Representative: Kamal Gill

Title/Position: Managing Director

Signature: *Kamal Gill*

Telephone: 604-353-4034

Email: kamal@ciracollege.com

Date: May 5, 2020

For Representative Sia Immigration Solutions Inc.

Name of Representative: Manpreet Joshi

Title/Position: Director

Signature: *mjoshi*

Telephone: +1 (778) 257-5709

Email: mj@siaimmigration.com

Date: May 02, 2020