



**November 25, 2016**

**AGENT # 671**

Greetings from **Herzing College**, Canada!

Attached is your agent agreement. If you are in agreement, **please sign and return the agreement (by fax or mail) to us as soon as possible.**

Should you require additional promotional material or if you have questions regarding our school, programs or services, please visit the Herzing College website at **[www.herzing.edu](http://www.herzing.edu)** or contact me directly.

I look forward to a successful working relationship.

Regards,

A handwritten signature in black ink, appearing to read "Lina Perrotta", with a stylized flourish at the end.

**Lina Perrotta**  
**Director of International Relations**

*Please Refer to your Agent name and number when corresponding with Herzing College*

# INTERNATIONAL STUDENT AGENT AGREEMENT

You are authorized to recruit international students on behalf of Herzing College Canada. The International Office will provide you with:

1. Appropriate promotional material
2. Authorization letter
3. College orientation program
4. Assistance with international recruitment related issues, such as fee structure, admission cycle, and contacts.

You agree to:

1. Recruit only international students whom you believe meet the academic and admission requirements of the College;
2. Represent the College in a professional and courteous manner and maintain a professional image at all times;
3. Pre-screen potential applicants to ensure their eligibility to enter Canada on a study visa.
4. Abide by any local regulations in your country and region in the conduct of your activities with respect to recruiting students.
5. You agree to not charge students for services related to referring them to Herzing College.
6. If a student's status changes during the course of his/her studies, you agree to replace expired documents.
7. Abide by the policies of Herzing College as promulgated from time to time.

In exchange for your services, the International Office of Herzing College will pay you 15% of the tuition fee collected from each student you recruit, subject to the following:

- The 15% includes all applicable taxes. You agree that you are operating an independent business and you are completely responsible for all of your own expenses. The College will not be responsible for any costs incurred by the agent while performing or attempting to perform any of the activities outlined in this agreement.
- **The payment of all tuition and fees is to be made by the student directly to Herzing College or by check, money order or transfer to the order of Herzing College.**

## **Montreal Campus**

- **The student must start class and pay for all Administrative fees including tuition for the first semester (16 weeks), prior to the College issuing a check for 15 % of the program contract amount. Once payment has been received by the College, a check for 15% will be issued to the agent within 30 days.**

## **Ottawa and Toronto Campus**

- **The student must start class and pay for all International fees including 20% of the total program contract amount, prior to the College issuing a check for 15% of the program contract amount. Once payment has been received by the College, a check for 15% will be issued to the agent within 30 days.**
- This is a one-time only fee for service and does not apply to returning International students in Canada or students taking additional courses or programs.

The period of this agreement is from the date indicated. Either party, for any reason, with written notification can terminate this agreement. In the event of termination of this agreement, any monies earned by the agent for students already enrolled will be paid to the agent as the tuitions are paid and earned.

The address, phone, and e-mail of the agent is as indicated below and the College is to be informed immediately of any changes.

**Agent Name: Manpreet Joshi**  
**Address: 3152 Mara Road**  
**Kanloops, B.C.**  
**V2B-7B2**  
**Phone : 778-257-5509**  
**Mobile:**  
**Fax:**  
**e-mail: [mkj@siaimmigration.com](mailto:mkj@siaimmigration.com)**  
**website: [www.siaimmigration.com](http://www.siaimmigration.com)**

**Lina Perrotta**  
**Director of International Student**  
**Recruitment**

**HERZING**  
**COLLEGE**  
1616 boul.Rene-Levesque ouest  
Montreal, Quebec, Canada  
H3H-1P8

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**By (Agent Signature)**

**For: Sia Immigration Solutions Inc.**

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**Date: November 25, 2016**

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**Herzing College Montreal**



**By: \_\_\_\_\_**

**Date: November 25, 2016**

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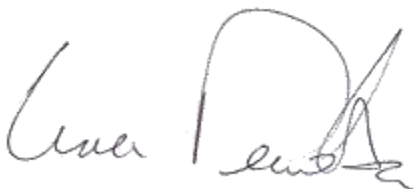
***TO WHOM IT MAY CONCERN:***

Please be advised that **Sia Immigration Solutions Inc.** has been authorized to act as an International Student Agent on behalf of **Herzing College**, Canada.

In this capacity **Sia Immigration Solutions Inc.** is qualified to represent our College with respect to the International Student Program on admission information, developing business and industry linkages and providing general information and assistance to individuals or groups who may be interested in our College. Please provide **Sia Immigration Solutions Inc.** with the cooperation, discounts and assistance that you would normally provide to an Educational Representative from Canada.

Should you have any concerns or questions regarding **Sia Immigration Solutions Inc.** please contact this office immediately by telephone at (514) 935-7494 or by fax at (514) 933-6182. Thank you for your anticipated cooperation.

Regards,

A handwritten signature in dark ink, appearing to read 'Lina Perrotta', with a stylized flourish at the end.

**Lina Perrotta**  
**Director of International Relations**