



Agent Agreement for Education Recruitment

between

Canadian Institute of Management and Technology (hereafter referred to as "**CIMT College**") and

Sia Immigration Solutions Inc. (hereafter referred to as "**Agent**")

CIMT College hereby appoints the Agent as a representative of Canadian Institute of Management and Technology, on the terms specified below.

CIMT College

CIMT College agrees to give the Agent the authority to introduce and recommend individual students to CIMT College in accordance with the admission standards and policies of CIMT College, and/or any other guidelines agreed to by both parties.

CIMT College shall endeavour to provide the Agent with complete and up-to-date information on CIMT College with regard to the programs, course structure, fee schedules, admissions policies and other important aspects, so as to assist in the proper advising of prospective students.

CIMT College shall answer any inquiries and send all correspondence and related documents to the Agent, unless otherwise specified by the Agent. CIMT College shall send all the necessary documents to the Agent directly (or student if directed by Agent) for study permit or visa application.

The individual student's admissibility into a college program will be determined by CIMT College based on academic and language requirements as specified for the program chosen, in addition to space availability. Applicants must agree to comply with the College's academic and administrative policies.

The Agent

The Agent shall advise, evaluate and screen all prospective students and shall collect from the students on behalf of CIMT College the necessary application forms, reports, testimonials, financial guarantee letters, and any other documents requested by CIMT College; these will then be transmitted to CIMT College.

Key Services and responsibilities of the Agent to CIMT College include:

- a. Promotion of CIMT College, its programs, and services in the most correct and appropriate manner.
- b. Giving advice to prospective students and parents to ensure that they have an understanding of CIMT College before committing to enrolment.
- c. In the advising of individuals and dissemination of information, the Agent shall take all reasonable measure to ensure that only factual and up-to-date information is given.

CIMT College

Canadian Institute of Management and Technology

P: 905-671-9999

E: info@cimtcollege.com

W: www.cimtcollege.com

F: 905-671-3332

Malton Campus
7200 Goreway Drive
Mississauga, Ontario L4T 2T7

Mississauga Campus
130 Dundas Street East, Suite 303
Mississauga, Ontario L5A 3V8

Brampton Campus
373 Steeles Avenue West, Suite 202
Brampton, Ontario L6Y 0P8

Scarborough Campus
1711 McCowan Road, Suite 202
Scarborough, Ontario M1S 2Y3



The Agent shall refrain from indicating that he/she or his/her company is the sole representative, or an employee of CIMT College.

The Agent shall refrain from all actions contrary to Canadian Immigration policies as they relate to Study Permits, Visitor Visas and Immigration

Communication

The Agent shall submit complete documentation of the student's application to CIMT College promptly online, or in any other efficient method as required.

The Agent shall ensure CIMT College receives the tuition and any other fees from the students, by Telegraphic Transfer (TT) or International Bank Draft (CDN\$), Visa and MasterCard.

Appropriateness

The Agent shall endeavour to introduce and recommend individuals who are academically and financially qualified for admission to CIMT College.

The Agent will not engage in any false, misleading or deceptive conduct and understands that any breaches may result in the termination of this agreement.

Commission Payments

For each individual student enrolled at CIMT College, following recommendation by the Agent, CIMT College shall pay to the Agent a professional fee of 15% of the first academic year base tuition. Commission fee will be paid after receipt of tuition fees and after the student has completed the 30th day of classes of each academic term.

Payments will be made only upon receipt of invoice, which must include the student's name, student ID number (or date of birth), the program of study, and commencement date. Invoice must be printed on company letter head, and submitted within 90 days of the start of each semester. Should the invoices not be submitted within the 90 day period, we will assume that the Agent is no longer interested in collecting the commission.

Commissions are only paid for first academic year base tuition. Once invoices are received, CIMT College will process them within 4 weeks. Commissions will be paid only to registered companies (not to individuals).

CIMT College will NOT pay a commission if:

- a. The Agent does not complete their section in the online Application Form in full, confirming that they represent the student.
- b. The student withdraws from his/her course of study within the official refund period (within 10 days of start of term)
- c. The student does not recognize the Agent as his/her consultant of their choice to study at CIMT College.

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Performance of Duties

CIMT College will review the Agent's performance annually. This could be by way of student satisfaction surveys, history of complaints, or other methods as determined by CIMT College. Ethical performance by the Agent is of paramount importance.

Breach or Change of Agreement

It is acknowledged that both CIMT College and the Agent will strive for the success of this agreement, with the best intentions for prospective students. However, this Agreement is subject to cancellation by either party on written notice of two (2) weeks.

Signatures

The signatures of the authorized representatives identified below indicate agreement to the terms set forth herein.

Agent Name: Manpreet Joshi
Agency Name: Sia Immigration Solutions Inc,

Date: 24-11-2016

Kam Bal
CIMT College, President and CEO

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