



**AGREEMENT BETWEEN
COQUITLAM COLLEGE &
SIA IMMIGRATION SOLUTIONS INC.**

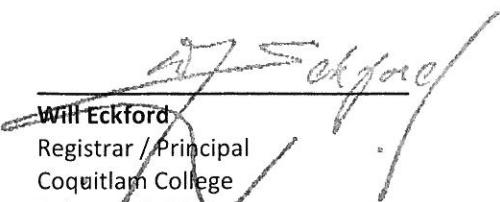
Under the terms of this Agreement, COQUITLAM COLLEGE will:

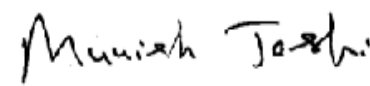
1. Grant authority to the aforementioned company to disseminate official Coquitlam College materials and to provide assistance to students seeking admission to the College.
2. Compensate the aforementioned company on the basis of 20% of the tuition fees. Commission for overseas students (students who have never studied at a Canadian institution) will increase to 25% on the condition that five students are placed in one calendar year (January 1-December 31). The additional 5% commission for overseas students shall be payable retroactively in the following semester.
Commission is limited to a maximum of 8 courses taken in the first two (2) semesters.
Commission for each student shall not be considered to be earned by the agent and payable by the College until the student has received a student visa and has arrived in Canada to register in courses at Coquitlam College.
3. Provide the aforementioned company with appropriate College information, materials, and forms for potential students.
4. Reserve the right to approve all materials developed and procedures used by the aforementioned company in representing the College.
5. Provide such assistance not otherwise specified herein as all parties may mutually agree to be warranted.
6. Grant a full refund of pre-paid tuition fees to applicants who are denied a student visa by Immigration Canada. **All refunds shall be paid directly to the student.**
7. Renew contract at the end of each anniversary.
8. Agree to keep all student information confidential.
9. Commission does not apply to the discounted agents' price for the Summer, Winter and Short Programs.

Note: Commission for each semester will be processed after the last day of registration upon receipt of an official invoice from the agent.

SIA IMMIGRATION SOLUTIONS INC. will:

1. Recruit students for all programs offered by Coquitlam College.
2. Assure that recruitment staffs are adequately informed so as to counsel prospective students in a professional manner.
3. Refund to Coquitlam College commission received for students who are subsequently granted a refund of pre-paid tuition fees in accordance with College policy governing refunds.
4. Disclose to Coquitlam College the amount and nature of any service fees charged to each student and guarantee that any such service fees are clearly identified and included in a separate contract between the agent and student and are not construed in any way as being fees payable to Coquitlam College.
5. Keep all student information confidential.
6. Inactivity may cause cancellation of the contract.
7. Dispute resolution if required will follow procedure fairness policies established by FISA (Federation of Independent School Association).
8. Submit completed applications with the application fee and the required documents for admission. Your company name must be written on applications for commission purposes. An application form which is incomplete, lacking the company name and/or the application fee will cause the application for admission to be invalid, therefore not subject to a commission payment.
9. Not to employ present Coquitlam College students or Alumni within two years of leaving the school, for recruitment.
10. Not to solicit students on the campus and report to the main office upon entering the College.
11. Agree that any breach of the above conditions will cause this contract to be null and void.
12. The initial term of this Agreement shall be effective from the date the agreement is signed until August 2020.


Will Eckford
Registrar / Principal
Coquitlam College
February 9, 2018


Munish Joshi
Director

Date February 9, 2018

Company Name: Sia Immigration Solutions Inc.

Dear Munish Joshi,

Thank you for becoming an agent for Coquitlam College.

Please make sure to include the following with your student applications:

- The \$200 application fee.
- A Passport Photo
- Valid Study Permit
- All Transcripts from Overseas and Local Schools.
- IELTS/TOEFL or equivalent scores, if applicable.

Failure to submit documents will delay the acceptance letter and may cause the student to be denied acceptance to the College.

Acceptance into the College does not guarantee acceptance into classes, we register returning students first and then new students registration follows. Registration dates are posted on our website each semester.

Commission payments begin after the last day of registration. Your company name must be written on student applications upon submission to qualify for commission. We will not add or alter applications after they have been submitted for acceptance to the College.

Please send **Commission Invoices** to Joie Marin at joie@coquitlamcollege.com

Include:

- Student's Full Name
- Date of Birth
- Student Number
- Business Tax Number or your Social Insurance Number.

We look forward to working with you and if you have any questions, please contact the office.

(604) 939 6633

Sincerely,

Eve Eckford