

Agent Agreement

For the purposes of this document Citi College of Canadian Careers is hereinafter referred to as 'the College' and the sales Agent "**Sai Immigration Solutions Inc.**" working on behalf of Citi College is referred to as 'the Agent'.

1. All Agents acting for the College are to be self-employed or incorporated organizations in their own countries and will have full responsibility for paying their own national taxes.
 2. Evidence of eligibility for commission on recruitment of a student by an Agent is to be regarded as the Agent's name appearing in the box marked 'Agent's Code/Stamp' on the student's application forms. It is therefore vital that the Agent ensures that their details are written/stamped in this box. Only under exceptional circumstances can payment of commission for individual students be made on any other basis.
 3. Agents signing this agreement will be remunerated in accordance with the Commission Rate for Agents applicable to the dates on which the courses are to take place. Terms are subject to review annually.
 - a. Commission rates for agents are based on the value of tuition fees contained within the cost of each course to the student.
 - b. Commission rate is set flat 12% per student (including HST) on the total approved tuition fee referred by the agent.
 - c. Commission is payable for all that a student pays fees to the College, i.e. commission payments will continue into second and subsequent years if applicable.
 - d. Commission fees are payable on academic tuition fees only, not on chargeable extras such as accommodation, exam fees, laboratory practical's, study skills, etc.
 4. a: Once the student pays 10% (deposit) + 15% (on starting program) + 25% (within 30 days of starting program), you will be eligible to receive 50% of your commission.

b: Once the student has completed 50% duration of his program and also paid the entire tuition fees as per the payment plan, you will be eligible to receive the balance 50% of your commission.
- Payment of commission to Agents will be made in any form the Agent prefers, but not in cash and payable only in Canadian Dollars.
5. Agents for the College will receive no reimbursement of expenses from the College unless by prior arrangement and under exceptional circumstances.
 6. Agents for the College will not collect any funds from the applicants or students on behalf of the College
 7. The College undertakes to provide the Agent with copies of current relevant sales literature such as brochures, application forms, posters, "flyers" and other presentational material. These will be in the English language, but consideration may be given to translation into a local language when this represents a potential incentive to increased sales at a justifiable cost. All promotional materials and copyrights to promotional materials remain the property of the College.

8. Any agreement to act as an Agent for the College may be terminated by either party to the agreement upon one month's notice in writing. The College reserves the right to give no reason for any such termination of the agreement.

9. Agents acting for the College may represent any other product or service provided that this does not bring the name of the College into disrepute.

10. The College reserves the right to appoint any agent or agents it so chooses in any given area or country. Exclusive sales areas will not normally be allocated to any single agent in a given area or country, except under exceptional circumstances and by mutual agreement between the Agent and the College.

11. Agents are expected to make all arrangements required by the student with regard to travel; purchase of personal insurance (unless agreement has been reached for Citi College to arrange this insurance for international students); The College will normally undertake to provide all necessary documentation (such as proof of a student's application) that is required for the issue of visas, but reserves the right not to do so in cases where fees and/or deposits are not paid on time, or otherwise at our discretion.

12. Only Canadian law applies to any legal dispute that may arise between the College and its Agents.

13. The decision to accept or reject a student is entirely at the discretion of the College.

Please sign and return **TWO** copies of this agreement to Citi College. One copy will be signed by the College and returned to the agent. This agreement will be in effect for a period of 12 months from the date of receipt of the signed agreement by Citi College.

I have read and understand these terms and agree to abide by them.

(Signed) 

Date 23-11-2016

Name (Capitals) MANPREET JOSHI

Company Name Sia Immigration Solutions Inc.

Address 3152 Mara road Kamloops bc Canada V2B7B2

Email mki@siaimmigration.com

Signed for and on behalf of Citi College of Canadian Careers by:

Name (Capitals)

(Signed).....Date.....