

# Education Advisor Memo of Understanding

This Memo is made on **June 8<sup>th</sup>, 2020**

BETWEEN

**ST. LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

BROCKVILLE, CORNWALL & KINGSTON, ONTARIO, CANADA

DLI O 19332845222

*referred to hereafter as "SLC"*

AND

**SIA IMMIGRATION SOLUTIONS INC**

122-8028, 128 STREET - SURREY, BRITISH COLUMBIA, CANADA, V3W 4E9

*referred to hereafter as the "EA"*

## Appointment

SLC hereby appoints the EA as its non-exclusive representative **Worldwide** for the purposes of providing Study Abroad Advising Services for students who wish to study in Canada at St. Lawrence College.

## Term

This Memo of Understanding will be in effect from **June 8<sup>th</sup>, 2020** until **December 31<sup>st</sup>, 2020**. The MoU will be reviewed annually and will remain in effect provided students continue to be successfully enrolled in each subsequent year on referrals from the EA. If no students are enrolled within a calendar year, the MoU will lapse. Notwithstanding the above, the MoU may be terminated by either party at least ninety (90) days prior to the expiration of the initial term or any Renewal thereof, by written notice of one party to the other.

## Status of Education Advisor

The status of the Education Advisor shall be that of an independent contractor and the EA shall have no authority to assume or create any obligation whatsoever, expressed or implied, in the name of SLC, nor to bind SLC in any manner whatsoever. Without limiting the generality of the foregoing, the EA shall have no authority to enter into any contract on behalf of SLC, including any contract or agreement for the provision of educational services by SLC to a potential student or otherwise.

## Expenses

All expenses in connection with the EA's performance under this MoU and of his or her activities as an EA, including but not limited to travel, automobile, salaries and supplies shall be borne by the EA and the EA shall be solely responsible for the payment thereof.

## Acceptance of Applications

SLC reserves the right to accept or reject, at its sole discretion, any and all Applications for Enrolment whether received as a result of the provision of Recruitment Services by the EA, or otherwise.

## Marketing Materials

As an official agent for St. Lawrence College, any content and imagery provided to you by St. Lawrence College is authorized only for the sole purpose of marketing St. Lawrence College.

## Obligations of SLC

### INDIAN SUBCONTINENT:

For every qualified applicant accepted by SLC directly referred by the Agent, SLC shall pay to the Agent a **flat commission rate** according to the following table for the period starting **from 1 May, 2020**:

Program	Commission
a) English For Academic Purposes (ESL/EAP)	425.00 per 7 week session 850.00 per 14 week session
b) Full-time Academic Programs	850.00 per semester (first 2 semesters only)
c) Business Analytics International	1050.00 per semester (first 2 semesters only)

The payment of commission for the full-time ESL/EAP program (a) will be made for each 7 or 14 week session.

The payment of commission for full-time academic programs (b) will be made for the first academic year only for a total of two semesters, in which tuition is paid.

In the event of students who are enrolled in both the ESL/EAP program (a) and a full-time academic program (b), commission will be paid for the entire duration of the ESL/EAP program, plus the first 2 semesters of the full-time academic program.

**Note: All applicants from Bangladesh, Nepal, Pakistan and Sri Lanka need to be processed by our SLC India Office.**

### AFRICA:

For every qualified applicant accepted by SLC directly referred by the Agent, SLC shall pay to the Agent a **flat commission rate** according to the following table:

Program	Commission
a) English For Academic Purposes (ESL/EAP)	450.00 per 7 week session 900.00 per 14 week session
b) Full-time Academic Programs	900.00 per semester (first 2 semesters only)

The payment of commission for the full-time ESL/EAP program (a) will be made for each 7 or 14 week session.

The payment of commission for full-time academic programs (b) will be made for the first academic year only for a total of two semesters, in which tuition is paid.

In the event of students who are enrolled in both the ESL/EAP program (a) and a full-time academic program (b), commission will be paid for the entire duration of the ESL/EAP program, plus the first 2 semesters of the full-time academic program.

**Note: All applicants from Africa need to be processed by our SLC Africa Office.**

### **COMMISSIONS FOR COUNTRIES OTHER THAN AFRICA AND THE INDIAN SUBCONTINENT:**

For every qualified applicant accepted by SLC directly referred by the Agent, SLC shall pay to the Agent a commission on the **Net Tuition** according to the following table:

<b>Program</b>	<b>Commission</b>
a) English For Academic Purposes (ESL/EAP)	<b>25%</b> per 7 week session <b>25%</b> per 14 week session
b) Full-time Academic Programs	<b>20%</b> per semester (first 2 semesters only)

The payment of commission for the full-time ESL/EAP program will be made for each 7 or 14 week session.

The payment of commission for full-time academic programs (b) will be made for the first academic year only for a total of two semesters, in which tuition is paid.

In the event of students who are enrolled in both the ESL/EAP program (a) and a full-time academic program (b), commission will be paid for the entire duration of the ESL/EAP program, plus the first 2 semesters of the full-time academic program.

**NOTE: Special May intake tuition is paid in May and January, therefore commissions are only eligible in those semesters.**

Payment by SLC to the Recruitment Agent shall be conditional upon the Student, whose Application for Enrolment is accepted by SLC, remaining enrolled at SLC past the refund period established by SLC from time to time and shall be made, in the amount determined, within 30 days following date on which such condition has been satisfied, usually ten days after the start of a semester.

#### **Commission Payment**

The EA **must** provide SLC with the following bank information to ensure timely payment:

Bank Name:

SWIFT code:

Bank Address in full:

Bank Branch Number:

Bank Account Number:

Full Name & Address of Beneficiary for the Bank Account Holder:

Invoice number or code:

(each invoice submitted must be individually numbered or coded)

The EA must provide an invoice for any outstanding commission on a timely basis.

SIGNED:

\_\_\_\_\_  
**St. Lawrence College of Applied Arts and Technology**  
**Mr. César Balbuena**  
**Director of International Recruiting and Student Support**

Date: \_\_\_\_\_

DocuSigned by:  
*Manpreet Joshi*  
B0050099843645A

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**Sia Immigration Solutions Inc**  
**Mrs Manpreet Joshi**  
**Director**

Date: 6/8/2020