



**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. **\*Effective Summer 2022:** Compensate the aforementioned company on the basis of **25%** of the tuition fees for all students.
  - Overseas students are students who have never studied in Canada and must apply for an initial Study Permit using the Coquitlam College Letter of Acceptance.
  - 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.**\*Effective for new enrolling students Spring 2020 semester and forward:**
  - Please note: Coquitlam College has three formal programs (ESL, SS, UT/AA). Agents will receive continuous commission when students' progress from one program to another.
  - Commission is limited to a maximum of 8 courses taken in the first two semesters for the ESL and High School programs.
  - Commission is limited to a maximum of 8 courses taken in the first three semesters for the UT/AA programs.
  - Students must have continuous enrollment at CC for agents to be eligible for the new program commission rules.
  - Commission will be paid one semester at a time after the last day of registration for each semester.
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.**

**Under the terms of this Agreement, 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. Regarding all new students: Agents must prepare students with proper documentation on registration day. This includes an acceptance letter with a student number.
10. Not to employ present Coquitlam College students or Alumni within two years of leaving the school, for recruitment.
11. Not to solicit students on the campus and report to the main office upon entering the College.
12. Agree that any breach of the above conditions will cause this contract to be null and void.
13. The initial term of this Agreement shall be effective from the date the agreement is signed until August 2024.
14. The use of the name Coquitlam College, and all materials and procedures used Coquitlam College must be pre-approved by Coquitlam College.

**Will Eckford**  
Vice President  
Coquitlam College  
September 22, 2022

**Name:** Munish Joshi  
**Title:** Director  
**Date Signed:** 22-09-2022