



## Dorset College

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### AGENT AGREEMENT

**Party A****DORSET COLLEGE****Address:** 205 – 10114 KING GEORGE BOULEVARD, SURREY-BC, CANADA V3T 2W4**Telephone:** +1-604-879-8686**Fax:** +1-604-874-8686**Email:** [info@dorsetcollege.bc.ca](mailto:info@dorsetcollege.bc.ca)**Website:** [www.dorsetcollege.bc.ca](http://www.dorsetcollege.bc.ca)**AGENT NO:****Party B****Sia Immigration Solutions Inc****Address:** #301, 246, 2nd Avenue, Kamloops, BC, V2C2C9**Telephone:** +1-778-257-5709**Fax:****Website:** [www.siaimmigration.com](http://www.siaimmigration.com)**Mobile:****E-mail:** [mj@siaimmigration.com](mailto:mj@siaimmigration.com)**Appointment Period:****PARTY A :**

1. Party A provides the following programs: Academic Preparation Program (AP), University Transfer Program (UT), Preparation for Graduate School Applicants (PGSA), and Tourism and Hotel Management Diploma (THM).
2. Party A will be responsible to provide Party B with detailed information on the school, including but not limited to, Party A's enrollment plan, entrance requirements, and application materials and procedures.
3. Party A will issue the required Letter of Acceptance to qualified students introduced by Party B according to the standard process of application.
4. Party A will process commission requests to Party B after the student registers and passes the student refund period (30% of the instruction hours of the program). Party A will process the commission request within 2 - 3 weeks after receiving the completed Commission Request Form from Party B considering the time frame specified above (student refund period).
5. Party A will pay Party B a commission according to the following terms:
  - a. If the student is an international student and applies to Party A, Party A will pay Party B 30% of the tuition fee that is paid by students for the first three study terms.

- b. If a student continues to pay after his/her first three study terms tuition payment, Party B is not eligible to redeem further commission from Party A for the same student.
6. Party A will remit commissions to Party B located outside Canada using wire transfer, and located in Canada using a company cheque. Party B must clearly indicate the requested information on the Commission Request Form for Party A to process commission. Party A will not incur any bank service charge for Party B.
7. Party A reserves the right of final explanation with regards to the conditions of the agreement.

#### **PARTY B:**

1. Party B will, at its own expense, be responsible for providing intermediary services to applicants wishing to study at Party A, including but not limited to the following: provide for Party A the student's complete application form and required materials; provide visa application services for the applicants; and coordinate the relationship between the school and the applicants.
2. Party B will publicize and promote Party A's programs in a positive and honest manner. Party A must first approve all promotional materials before they go to the public.
3. Party B will be responsible to choose qualified applicants whose purpose is to study in Canada. After the student is issued a student visa, Party B must notify Party A immediately.
4. Party B will include the following terms in the contract between Party B and the student:
  - a. Clearly note the applicable fees (tuition fee, application fee, etc.) that are received by Party A and the agent fee that is received by Party B. Party B cannot collect any service fee or agent fee under the name of Party A.
  - b. If the student's visa application is rejected by the Embassy or Consulate in Canada, Party A will provide a 100% refund. All of the refund documents submitted by the student must be received in full by Party A. These documents include: (1) the original Letter of Rejection from the Embassy or Consulate in Canada, (2) the original Letter of Acceptance, (3) the original tuition receipt from Party A, and (4) a written request of the refund. If the student's visa is approved by the Embassy or Consulate in Canada and the student files for refund, Party A strictly follows the Private Training Institutions Branch (PTIB) refund policy.
  - c. Party A will refund tuition fees to the student only. Party A will process the tuition refund within 30 days of receiving all refund documents aforementioned.
  - d. Clearly note that after the student arrives to the school, he or she must complete all the courses in the program that he/she has applied for.
  - e. In the case that the student receives any tuition refund, Party B is not eligible to receive any commission and will be obliged to return commission to Party A if commission has already been issued to Party B within 30 days.

It is understood and agreed that Party B is an independent agent and that neither Party A nor Party B assumes any liability whatsoever, each for the other, directly, or indirectly. It is also agreed that this agreement shall not under any circumstances create the relationship of joint venture between the parties hereto.

In the event of one party's breach of the contract, the other party needs to follow the following steps:

1. To submit the concerns in writing and allow the other party a chance to explain;
2. The other party needs to respond in writing within three weeks from the original submitted concern. Failure to do so will result in the immediate cancellation of the agreement;
3. Each party will be given one chance to rectify the situation. Failure to do so will result in the cancellation of agreement by issuing a notice of cancellation starting 30 days from the most recent communication

In the event that there is any dispute between Party A and Party B:

1. All parties try to resolve it directly;
2. If the dispute remains unresolved by both parties, Party A and Party B will find a mediator who is not related to either party. Any cost accrued through the use of the mediator will be shared by all parties and the result shall be binding for all parties.

<b>Party A:</b>	DORSET COLLEGE	<b>Signature:</b>	<i>Eddy Cheng</i>
<b>Director:</b>	EDDY CHENG	<b>Date:</b>	2024/01/30

<b>Party B :</b>	Sia Immigration Solutions Inc.	<b>Signature:</b>	<i>nyoshi</i>
<b>Director:</b>	Munish Joshi	<b>Date:</b>	25/01/2024