



AGENT AGREEMENT

The Agreement is made on **February 19, 2025**

School: Sprott Shaw College International Office

School Address: 810-789 West Pender Street, Vancouver, BC, Canada V6C 1H2

Agency Name: Sia immigration solutions inc.

Agency Address: 246 2 Ave #301

City: Kamloops

Postal Code: V2C 2C9

Country: Canada

Representative Name: Manpreet Joshi

Email: mj@siaimmigration.com

Phone Number: +1 (778) 257-5508

THE SCHOOL AND AGENT AGREE AS FOLLOWS:

1. The Agent will perform the Services, over the program duration, set out on the Terms and Conditions attached hereto (the "Terms")

2. The school will pay the Agent the Agent Fee, for performing the Services, calculated as follows:

School Programs	Percentage Rate
Sprott Shaw Diploma / Certificate Programs - International	20%

Note: Practical Nursing (PN) and Dental Assistant (DA): The combined amount of scholarships and agency fees must not exceed **25%** of the gross tuition fee.

Health Care Assistant (HCA) and HCA-IE: The combined amount of scholarships and agency fees must not exceed **30%** of the gross tuition fee.

3. The school and the Agent agree that all of the Terms are included in this Agreement and form part of it.

4. Subject to the termination provisions set out in the Terms, this Agreement begins on the date hereof runs until **December 31, 2026**

5. Please tick off the boxes confirming: the Agent and Agency staff have read and understand the school's policies:

☐ Attendance & Punctuality Policy

☐ Admissions Policy

☐ Refund Policy

☐ Dismissal Policy

☐ Dispute Policy

The Parties have executed this Agreement as of the date above.

School: Sprott Shaw College

Agency: Sia immigration solutions inc.

Name: Isabella Song

Name: Manpreet Joshi

Position: Vice President of International

Position: Managing Director

Authorized signatory

Manpreet Joshi

Authorized signatory



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TERMS AND CONDITIONS:

6. The School agrees that it will during the term of this Agreement:

- (a) provide the Agent with appropriate information, materials and forms for potential students at no cost;
- (b) pay the Agent the Agent Fee for providing the Services ;
- (c) reserve the right to approve all materials developed and procedures used by the Agent when recruiting Students and/or providing information and/or Services;
- (d) provide assistance not otherwise specified herein as both parties may mutually agree to be warranted;
- (e) reserve the right to refuse any student application;
- (f) after each student is approved for entry into a School program and the Agent delivers payment for the program to the School, send a letter of acceptance to the student c/o the Agent;
- (g) maintain the confidentiality of all students' records and information in accordance with all applicable privacy legislation.

7. The Agent will provide the following services (the "Services"):

- (a) recruit students for all programs offered by the School and assist such students in completing the prescribed standard form application for the School including providing them with policies, course outlines and other material referred to in the application;
- (b) obtain from students payment for the program and remit same to the School minus only the Agent Fee following approval of the student for entry into the program;
- (c) ensure that all prospective and enrolled students have current and accurate information about all the School programs and ancillary services and all School policies;
- (d) ensure that the Agent's staff and/or sub-agents are adequately informed to counsel prospective students in a professional way and to continue to provide the Services throughout each term or semester and that all such staff and/or subagents act professionally and in accordance with the requirements of this Agreement at all times;
- (e) ensure that all staff and/or sub-agents have understood and read all policies from the School including those referred to on page 1 of this Agreement and all changes and additions to such policies and that all information concerning these policies is passed on to the students;
- (f) for the duration of the program in which a student is enrolled, to follow-up with the student on a monthly basis or when requested by a student or by the School, to provide advice and information pertaining to; enrollment and continuing education at the School, communication with students' families, accommodation needs, extracurricular activities, banking and transportation services, safety, medical and legal support, student issues and complaints;
- (g) inform students that they may be suspended or dismissed from the School, without a full refund, if they do not obey the all school policies as stipulated in the Terms of Study Contract and as above;
- (h) advise students prior to enrollment that they must inform the School prior to beginning their studies if they wish to have a break in their study period;
- (i) pay a full refund of pre-paid tuition fees to applicants who are denied a student visa by Immigration Canada or for any other reason cannot commence the program at the School and to SUBMIT OFFICIAL GOVERNMENT WRITTEN PROOF of refusal to the School;
- (j) advise prospective students in writing of any and all fees or charges to be charged students by Agent and that these fees or charges are not construed in any way as being fees or charges payable to the School;
- (k) maintain the confidentiality of all school records and information and abide by all applicable privacy laws with respect to information obtained from prospective or attending students;
- (l) inform students forthwith of any changes to the School's programs or services directly after receiving the information from the School;
- (m) be responsible for and pay on its own account all taxes of any nature or kind in all jurisdictions relating to the Agent Fees.

8. Miscellaneous – The Parties agree as follows:

- (a) parties will agree upon special compensation rates for Services provided to students with respect to package or short-term programs when the pertinent program is offered to the Student;
- (b) the Agent shall provide all Services from its office locations outside Canada;
- (c) the Agent shall not assign this Contract without the prior consent in writing of the School;
- (d) if the Agent owes any money to the School, the School may set-off such amount against any amount owing to the Agent for Services or for any other reason;
- (e) this Agreement can be cancelled by either party by giving written notice to the other party at least 30 days prior to the date of cancellation. Notwithstanding cancellation or termination of this Agreement, the Agent shall continue to provide Services to every Student with respect to whom Agent Fees have been paid hereunder until such Student has fully completed the applicable program at the School;
- (f) if any Student withdraws from a School program, the School will only refund pre-paid tuition fees pursuant to the prevailing refund policy of the School and the requirements of the government authority having jurisdiction over the program. If a student is entitled to a refund of tuition after commencing a program, the Agent will repay the unearned portion of Agent Fees (equal to the Agent Fees multiplied by the % of the tuition returned to the student) to the School;
- (g) the Agent does not have the authority to enter into any agreement which is binding on the School;
- (h) this Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the parties agree that any dispute hereunder shall be resolved by the Courts of British Columbia in Vancouver, B.C.



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APPENDIX

Promotional Guidelines for Agencies and Partners

To maintain consistency and compliance across all promotional activities, please adhere to the following guidelines when representing Sprott Shaw College:

Use of Official Branding

- Utilize only approved logos, taglines, and branding materials provided by Sprott Shaw College.
- Ensure all branding aligns with the college's visual identity and messaging standards.

Program Information

- Present accurate and up-to-date information about Sprott Shaw College's programs, including tuition fees, program duration, and entry requirements.
- Avoid making unauthorized claims about admissions guarantees or benefits.

Compliance with Regulations

- Ensure all marketing materials comply with local and international education regulations, including PTIRU (Private Training Institutions Regulatory Unit) and EQA (Education Quality Assurance) requirements.
- Refrain from making any misleading or exaggerated statements about program outcomes or career opportunities.

Approval Process

- All promotional materials featuring Sprott Shaw College (e.g., brochures, social media posts, websites) must be reviewed and approved by the Sprott Shaw Marketing Team before publication.

Cultural Sensitivity

- Tailor promotional materials to align with the cultural and linguistic preferences of the target market while maintaining the integrity of the Sprott Shaw brand.

Student Success Stories

- Use only authentic testimonials and success stories approved by the college. Obtain written consent before featuring any student profiles or images.

Prohibited Practices

- Avoid promoting non-existent scholarships, unapproved discounts, or unofficial pathways to admissions.
- Do not create or distribute materials without prior consent from Sprott Shaw College.

Partner Support

- Training sessions are available to ensure partners fully understand the college's offerings and guidelines.