



## INTERNATIONAL AGENCY AGREEMENT

Between:

**Vancouver Community College  
International Education**

250 West Pender Street

Vancouver, BC, Canada V6B 1S9

E-mail: [agents@vcc.ca](mailto:agents@vcc.ca), Tel: 604-443-8600

Web: [www.vcc.ca/international](http://www.vcc.ca/international)

And

**Sia Immigration Solutions Inc.**

301-246 2nd Avenue,

Kamloops BC, Canada V2C 2C9

E-mail: [apps@siaimmigration.com](mailto:apps@siaimmigration.com), Tel:

Web: <http://siaimmigration.com>

**Agent Code: 810**

("Agent")

The Markets: India

Vancouver Community College ("VCC") will accept international student referrals for consideration for admission from **Sia Immigration Solutions Inc.** ("Agent") throughout the Term of this Agreement. VCC agrees to work with Agent and its staff in marketing VCC's programs and student services on a non-exclusive basis.

In consideration of the provisions of this Agreement, VCC and the Agent agree as follows:

**Broadway campus**

1155 East Broadway

Vancouver, B.C. V5T 4V5

**Downtown campus**

250 West Pender Street

Vancouver, B.C. V6B 1S9

604.871.7000

[VCC.ca](http://VCC.ca)

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the x̱məθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.

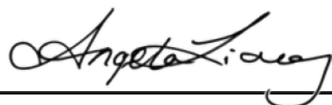
1. If the Agent works with a Sub-Agent network, the Agent will be responsible for the acts of its Sub-Agents. The Agent will ensure that the Sub-Agents abide by the terms of this Agreement.
2. The Agent will actively promote and market VCC to prospective international students (who have or will have a valid Study Permit at the commencement of the program applied for) who meet the registration requirements of VCC (the "Candidates") in a manner that fairly represents VCC.
3. The Agent must communicate to prospective students current, complete, and accurate information about VCC's quality assurance requirements, admission policies, language proficiency requirements, credential assessment, programs, instruction and courses, services, tuition, refund policies, terms, grading and academic standing policies, operating policies, and whether graduates of specific programs at VCC may be eligible for the Post-Graduation Work Permit Program.
4. The Agent must maintain transparent relationships with students through written contracts that govern the relationship between the student and the agent.
5. The Agent will pre-clear Applications based on VCC's admission criteria and will submit only those Applications for Candidates that the Agent has determined will likely qualify for the necessary permits and visas to enter Canada.
6. The Agent will send new Candidate applications for admission to VCC (the "Applications"), and ensure the students submit the application fees, tuition fees, ancillary fees and other such fees as set out by VCC along with any required supporting documents prior to the admission deadline for the program applied for. The VCC agent code and agent information must be provided upon new candidate applications.
7. The Agent will ensure Candidates submit applications to obtain Study Permits in a timely manner (if required), as well as any other permits required to enter and study in Canada, and ensure students follow the Study Permit approval proof submission deadlines set by VCC.
8. If the Agent charges an administrative or service fee to Candidates to assist with Applications, the Agent must advise VCC of such fees.
9. The Agent must not provide immigration advice, unless authorized to do so as a licensee in good standing with the College of Immigration and Citizenship Consultants, or a member of a law society of a province or territory of Canada.
10. The Agent will indemnify and save VCC and its directors, officers and employees harmless from any and all liabilities, obligations or costs incurred by them as a result of the Agent's and its Sub-Agents' actions under this Agreement or a breach by the Agent of its obligations hereunder.
11. Neither of the parties will be liable for, and are excused from any failure to deliver or perform or for delays in delivery or performance due to causes beyond their reasonable control, including, but not limited to governmental actions, labour difficulties, fire, civil disturbances or natural disaster.
12. This Agreement will be in effect from **2025-Jul-01 to 2026-Jun-30**, and will remain in effect unless and until either party delivers written notice of termination to the other party.
13. VCC will review the Agent's performance on an annual basis or at any such time the parties cannot resolve issues that arise. If the Agent does not comply with the obligations under the written contract, a warning and corrective action may be taken, such as arranging targeted training on expectations.
14. VCC reserves the right to terminate this Agreement if the Agent, or its Sub-Agent, is engaging in, or has previously engaged in, dishonest recruitment practices such as falsifying study permit documents for applicants or students or facilitating the enrolment of international students while knowing that the international student does not intend to comply with the conditions of their study permit.
15. VCC, at its sole discretion, reserves the right to terminate this Agreement if the Agent or its Sub-Agent acts in a manner which VCC determines is not in the best interest of VCC.
16. In addition to VCC's right to terminate under section 15, VCC may terminate this Agreement for any reason by giving at least 30 days written notice of termination to the Agent. If VCC terminates this Agreement under section 16, VCC must pay to the Agent any unpaid fees for services completed to VCC's satisfaction before the notice of termination of this Agreement has been sent.
17. THE TOTAL LIABILITY OF VCC UNDER THIS AGREEMENT FOR ANY AND ALL DIRECT, INDIRECT, CONSEQUENTIAL, SPECIAL, AGGRAVATED DAMAGES AND LOSSES, IN CONTRACT, TORT OR OTHER LEGAL THEORY, WHETHER OR NOT VCC HAS ADVANCE NOTICE OF THE POSSIBILITY OF SUCH DAMAGE AND/OR LOSS, WILL BE LIMITED TO THE AGGREGATE AMOUNTS PAID BY VCC TO AGENT FOR SERVICES RENDERED DURING THE TERM OF THIS AGREEMENT.

18. Nothing in this Agreement will be deemed or construed to create between the parties a partnership, joint venture, master-servant, employer-employee, principal-agent or any other relationship apart from an independent contractor relationship. No party will have the authority to act on behalf of the other party or to commit the other party to any obligation, contract or license or in any other manner or cause whatsoever or to use any other party's name in any way not specifically authorized by this Agreement.
19. No failure on the part of one party to exercise any right or remedy in respect of this Agreement will operate as a waiver thereof, unless it is in writing and signed by that party. A waiver of such right or remedy will not limit or affect the rights of the party with respect to a subsequent breach of the same provision.
20. If any particular provision(s) of this Agreement is determined to be invalid, illegal or unenforceable in any respect, then the particular provision(s) will be deemed to be severed from this Agreement and this Agreement will not in any way be affected or impaired, unless as a result of any such determination this Agreement would fail in its essential purpose.
21. This Agreement, including the Schedule attached hereto, contains the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior proposals, negotiations, agreements, understandings, representations and warranties of any form or nature, whether oral or written, and whether express or implied, which may have been entered into between the parties. If this Agreement is translated into another language, the parties agree that the English version of this Agreement will govern
22. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein without regard to its conflict of laws rules. The parties agree that by executing this Agreement, they have attorned to the jurisdiction of the court of competent authority situated in Vancouver, British Columbia, and that such court will have exclusive jurisdiction over this Agreement.
23. VCC will only pay a commission to the agent specified on the Candidate's Application if it results in a successful enrolment. In no case will VCC pay commission to more than one agent for the same candidate's admission.
24. After the tuition refund cut-off date for a Candidate, the Agent will be paid a commission based on the following percentages of TUITION FEES received by VCC for candidates enrolled in full-time VCC programs:

<b>Candidate's Nationality</b>	<b>Commission Rate</b>
India	15% for the first two terms
Continent of Africa	15% for the first two terms
All other nationalities	15% of tuition up to a maximum commission of \$3,000 CAD per candidate

Payments will be made in accordance with the procedures attached to this Agreement as Schedule "A", which are subject to change at VCC's sole discretion.

**On behalf of VCC, these terms are accepted by:**



June 20, 2025 (SIGN AND DATE)

Angela Liang  
Manager, International Marketing, Recruitment, and Partnerships

**Vancouver Community College**

250 West Pender Street  
Vancouver, B.C., Canada V6B 1S9  
Tel: 604-443-8600, Email: agents@vcc.ca

**On behalf of the Agent, these terms are  
accepted by:**



(SIGN AND DATE)

Manpreet Joshi  
Director

**Sia Immigration Solutions Inc.**

301-246 2nd Avenue,  
Kamloops BC, Canada, V2C 2C9  
Tel: , Email: apps@siaimmigration.com

## **Schedule “A”**

### **VCC Payment Procedures - All Agents**

The following information includes definitions and payment procedures.

#### **Application Fees:**

Application Fees are non-refundable. Application processing fees are charged to all candidates.

#### **Tuition Fees**

Tuition Fees are fees associated with the instructional costs of a student's program.

#### **Ancillary Fees**

Ancillary Fees are fees charged for non-instructional costs. These costs may include, but are not limited to, Student Union Fees and other College-wide fees charged to all students.

#### **Fees Payment Schedule**

Agents must ensure students pay fees as stated on the student's letter of offer.

#### **Agent Commission**

Agent Commission is paid as per the agreed rate. Agent commission is payable on **Tuition Fees only**. In some cases, commissions are not payable. Examples include but are not limited to the following:

- Commissions are payable for new candidate referrals only. Sending applications for previously enrolled students does not qualify for commissions.
- Commissions will be paid to the first referring agency if the new candidate application results in successful enrolment. Change of agency for commission purposes is not permitted.

Withdrawn applications result in unsuccessful referrals. If the withdrawn students re-apply to VCC on their own, agent commissions are not payable.

#### **Current Fees and Refund Policy**

Current fees and refund policy are available on the VCC website at [www.vcc.ca](http://www.vcc.ca)

#### **Commission Payment Details**

Commissions will be made payable to the Agent company name and address shown on the signature page of the Agreement.