



AGENT AGREEMENT FORM

THE AGENT

Agent Company Name: Sia Immigration Solutions Inc.
Agent Representative: Mr. Munish Joshi
Agent Website: www.siaimmigration.com
Address: #304 8318 120 street, Surrey, BC, V3W3N4, Canada
Phone Number: 778-257-5709
Email Address: apps@siaimmigration.com

THE SCHOOL

School Name: Coastal College of British Columbia (CCBC)
Representative: Jeevan Singh, Communications Officer
Address: 208-1046 Austin Avenue, Coquitlam, B.C.
Phone Number: 604-553-8585
Email Address: jeevan@coastalcollegeofbc.com

1.PURPOSE:

The Agent shall put forth their best efforts to promote and assist in student admission for the Coastal College of British Columbia (CCBC).

2.TERM:

This Agreement, hereinafter referred to as "The Agreement" shall be effective from the date on which both parties sign The Agreement until two years after which it is signed. The Agreement will be renewed automatically for a further term of two years unless either party gives written notice to the other party no less than 30 days prior to the expiration of the current term.

3.RESPONSIBILITIES OF THE AGENT:

- 3.1. It shall be the responsibility of The Agent in good faith to actively, continuously, and honestly promote and recruit students for CCBC, and to assist in the registration of students. CCBC will collect all application fees, tuition fees and other fees. Registration must be done online.
- 3.2. The Agent shall keep CCBC properly advised and informed on a timely basis as to the general conditions that pertain to or affect student admissions.
- 3.3. The Agent shall comply with all directives that may be communicated by CCBC, including, but not limited to, its admission requirements, tuition fees, and policies.
- 3.4. The Agent is responsible for her/his own marketing and may use information produced by CCBC on their website as marketing material, as is. The Agent will not alter or change marketing material and content created by CCBC.
- 3.5. The Agent agrees to return all of CCBC's materials when this Agreement is terminated, immediately upon termination of this Agreement. The Agent shall stop using CCBC's name, promotional materials, and proprietary information when the agreement is terminated.

4. RESPONSIBILITIES OF THE SCHOOL:

- 4.1. CCBC will maintain open lines of communication with The Agent regarding any suggestions for more effective and efficient operation.
- 4.2. CCBC will provide the agent with guidance and support regarding the program.

5. TERM OF COMMISSION:

- 5.1.** CCBC agrees to pay The Agent a commission rate of **\$500 per student** enrolled in our ECEA and Caregiver Support Worker Programs ONLY, offered by CCBC, without tax. The Agent shall receive the commission payment once the student makes their first payment and begins his/her/their Program, as per the fee schedule.
- 5.2.** In the event of cancellation by the student before or during their Program, The Agent agrees that any and all commissions earned by The Agent shall, at the direction of CCBC and immediately upon receiving notification of same, be returned by The Agent to CCBC. The Agent shall indemnify and hold CCBC harmless from all claims made by a canceling student against CCBC for The Agent's failure to return any commission retrained by The Agent.
- 5.3.** If a canceling student receives a partial refund from CCBC, The Agent will reimburse CCBC a percentage of the commission commensurate with to the tuition percentage refunded to the student by the school.

6. RELATIONSHIP BETWEEN THE SCHOOL AND THE AGENT:

- 6.1.** It is understood and agreed that The Agent is an independent agent and that neither CCBC nor The Agent assumes any liabilities whatsoever, for each other, either directly or indirectly. It is also agreed this Agreement shall not under any circumstances create the relationship of joint venture or partnership between the parties.
- 6.2.** The agent agrees to inform every party it deals on behalf of CCBC that The Agent is an independent agent, that The Agent does not have the power or authority to bind CCBC, and that CCBC is not liable for the acts of The Agent.
- 6.3.** This agreement will expire two years after this agreement is signed.

Agent Company Name:**Agent Representative:**Signature: ryoshiDate: 2025-07-21