



HERITAGE COMMUNITY COLLEGE

Unit 110, 8166 128th Street, Surrey, BC, Canada V3W 1R1 | Call: +1 (604)593-5400 | Email: info@hccbc.com

AGENT AGREEMENT

This Agent Agreement (the "Agreement") is made and entered into on July 30, 2025 by and between:

Heritage Community College (HCC) A private post-secondary institution located in Surrey, BC, Canada, having its principal office at 8166 128 St #110, Surrey, BC V3W 1R1, hereinafter referred to as "HCC,"

AND

Sia Immigration Solutions Inc. Having its principal place of business at
#301, 246, 2nd Avenue, Kamloops, BC, Canada - V2C 2C9
hereinafter referred to as the "Agent."

WHEREAS

1. HCC desires to engage the Agent to promote and recruit students for its programs on a commission basis.
2. The Agent agrees to provide student recruitment services to HCC under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree as follows:

1. APPOINTMENT AND AUTHORITY

1.1 HCC hereby appoints the Agent as a non-exclusive agent to recruit students for HCC programs.

1.2 The Agent is authorized to market, promote, and recruit students for HCC under this Agreement. This includes advertising HCC's courses, assisting students with the application process, and ensuring all necessary documentation is submitted.

1.3 The Agent shall not bind or obligate HCC in any way beyond the scope of this Agreement and shall not make commitments or promises to students that are not expressly approved by HCC.

1.4 The Agent acknowledges that HCC retains full discretion to accept or reject any student application submitted through the Agent.

2. AGENT'S RESPONSIBILITIES

2.1 The Agent shall:

- Act with integrity, professionalism, and in the best interests of HCC.
- Promote HCC programs to prospective students using ethical and transparent methods.



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- Provide accurate, up-to-date, and truthful information about HCC's programs, fees, facilities, services, and policies.
- Screen prospective students to ensure they meet HCC's admission requirements and are eligible for the programs they are applying for.
- Assist students with completing application forms, obtaining required documentation, and addressing any queries related to HCC.
- Communicate regularly with HCC to provide updates on recruitment activities and potential leads.

2.2 The Agent shall comply with all applicable local and international laws, regulations, and HCC policies.

2.3 The Agent shall not:

- Engage in any misleading or fraudulent advertising practices.
- Represent or portray HCC in a false or unauthorized manner.
- Collect any fees or payments from students on behalf of HCC without prior written authorization.

3. COMMISSION AND PAYMENT TERMS

3.1 HCC shall pay the Agent a commission **as per Annexure-A** per student successfully recruited and enrolled in HCC's programs.

3.2 A student is considered successfully recruited and enrolled only after:

- The student has paid the full deposit as per Offer letter fee to HCC.
- HCC has confirmed the student's enrolment in writing.

3.3 Payment Schedule:

- Commissions shall be paid after 90 days after the student's full deposit (as per offer letter) payment and enrolment confirmation is received.
- Commission payments will be made via cheque to the Agent's designated account.

3.4 No commission shall be payable for:

- Students who fail to meet HCC's admission requirements.
- Students who withdraw from the program before paying the full tuition fee.
- Students who provide fraudulent or incomplete documentation.

3.5 The Agent is solely responsible for any applicable taxes or fees associated with the commission received.



4. MINIMUM PERFORMANCE REQUIREMENT

As per Annexure-B

4.1 To maintain this Agreement, the Agent must recruit and enrol a minimum of 20 students annually.

4.2 Performance Monitoring:

- HCC will evaluate the Agent's performance at the end of each calendar year.
- Failure to meet the minimum recruitment target will result in the termination of this Agreement unless otherwise agreed upon in writing by HCC.
- College may implement corrective actions including but not limited to investigation on complaints, issuance of warnings and setting up 90-day probation period for disciplinary actions.

5. TERM AND TERMINATION

5.1 This Agreement shall commence on the date first written above and shall remain in effect for an initial term of one year. The Agreement may be renewed annually upon mutual consent.

5.2 Termination for Convenience:

- Either party may terminate this Agreement without cause by providing 30 days' written notice to the other party.

5.3 Termination for Cause:

- HCC may terminate this Agreement immediately if the Agent breaches any term of this Agreement, engages in misconduct, or fails to meet performance requirements.

5.4 Obligations Upon Termination:

- The Agent shall cease all promotional activities on behalf of HCC.
- Return all materials, documentation, and information belonging to HCC.
- Settle any outstanding obligations, including payments due to HCC.

6. CONFIDENTIALITY

6.1 The Agent agrees to maintain the confidentiality of all proprietary information shared by HCC, including but not limited to student data, marketing strategies, and operational processes.

6.2 The Agent shall not disclose or use HCC's confidential information for any purpose other than fulfilling its obligations under this Agreement.

6.3 The confidentiality obligations shall survive the termination of this Agreement.



7. INDEMNIFICATION

7.1 The Agent shall indemnify, defend, and hold harmless HCC, its officers, directors, employees, and agents from any claims, liabilities, losses, damages, or expenses (including legal fees) arising out of or related to the Agent's actions, omissions, or breach of this Agreement.

7.2 HCC shall not be liable for any actions taken by the Agent outside the scope of this Agreement.

8. INTELLECTUAL PROPERTY

8.1 HCC retains all rights, title, and interest in its intellectual property, including but not limited to trademarks, logos, course materials, and marketing assets.

8.2 The Agent may use HCC's intellectual property solely for the purpose of promoting HCC programs, subject to prior written approval.

8.3 The Agent shall not modify, reproduce, or distribute HCC's intellectual property without written consent.

9. GOVERNING LAW AND DISPUTE RESOLUTION

9.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada.

9.2 Any disputes arising under this Agreement shall be resolved as follows:

- The parties shall first attempt to resolve the dispute through good faith negotiations.
 - If negotiations fail, the dispute shall be submitted to mediation.
 - If mediation is unsuccessful, the dispute shall be resolved through binding arbitration in British Columbia.
-

10. ENTIRE AGREEMENT

10.1 This Agreement constitutes the entire agreement between the parties and supersedes any prior agreements, understandings, or representations.

10.2 Any amendments to this Agreement must be in writing and signed by both parties.

11. NOTICES

11.1 All notices required or permitted under this Agreement shall be in writing and delivered to the parties at their respective addresses set forth above.

11.2 Notices may be delivered by hand, mail, or email, with proof of delivery.



12. Responsibilities of Agents and Recruiters

12.1 Accurate and Transparent Information Provision

- Deliver clear, complete, and up-to-date information to prospective students about:
 - Admission requirements, including language proficiency standards and credential assessment processes.
 - Details about the programs offered, including curriculum, potential learning outcomes, and pathways for further education or career opportunities.
 - Tuition fees, refund policies, and any additional costs such as housing, insurance, or transportation.
 - Availability and accessibility of student services, such as academic support, career counselling, and mental health resources.
 - Whether specific programs are eligible for the Post-Graduation Work Permit Program or other immigration pathways.

12.2 Ethical Recruitment Practices

- Avoid making false, exaggerated, or misleading claims about:
 - The institution's reputation, program outcomes, or facilities.
 - The likelihood of obtaining study permits, work permits, or permanent residency in Canada.
- Commit to fair, honest, and ethical practices when advising students on program choices and career prospects.
- Refrain from exploiting the vulnerability of prospective students for personal or financial gain.

12.3 Transparent Relationships with Students

- Establish clear, written contracts with students outlining:
 - The scope of services provided by the agent.
 - Costs associated with these services, including any fees for consulting or placement.
- Ensure students understand the terms of their contracts, including refund policies and their responsibilities as students.

12.4 Compliance with Legal and Regulatory Frameworks

- Abide by all applicable Canadian and international laws, including:



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- Federal and provincial immigration laws.
- Consumer protection laws related to recruitment practices.
- Privacy legislation, such as the British Columbia Personal Information Protection Act (PIPA), ensuring confidentiality of student data.
- Avoid providing unauthorized immigration advice unless properly certified by the **College of Immigration and Citizenship Consultants (CICC)** or a Canadian law society.

12.5 Sub-Agent Management and Responsibility

- Only engage sub-agents who have been approved by the institution.
- Take full accountability for the conduct, performance, and representations made by any sub-agents under their supervision.
- Monitor sub-agents regularly to ensure compliance with institutional policies and ethical recruitment standards. (as per clause 12.1, 12.2, 12.4, 12.7, 12.8, 12.9, 12.12)

12.6 Regular Communication with Students

- Proactively update students on any changes in:
 - Admission policies, tuition fees, and refund policies.
 - Program requirements and study permit conditions.
 - Institutional policies affecting their academic or personal well-being.
- Provide timely responses to student inquiries or concerns during the recruitment process and post-enrolment.

12.7 Authenticity and Document Integrity

- Verify the authenticity of all documents submitted by students, including academic transcripts, financial statements, and language proficiency certifications.
- Refrain from altering, falsifying, or fabricating any documents to secure admissions or study permits.

12.8 Confidentiality and Privacy Protection

- Protect the confidentiality of student information and comply with all applicable privacy regulations.
- Use student data solely for the purpose of admission and recruitment, unless otherwise authorized by the student in writing.

12.9 Avoid Misleading or Non-Compliant Recruitment Practices

- Do not:
 - Enrol students in programs they are not qualified for or not interested in.
 - Recruit students who do not intend to comply with study permit conditions.



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- Use unauthorized or unapproved marketing materials that misrepresent the institution or its programs.
- Engage in dishonest practices, such as guaranteeing work permits or permanent residency.

12.10 Training and Updates

- a. Attend all required training sessions organized by the institution, including:
 - i. Institutional policies on quality assurance, admissions, and academic programs.
 - ii. Updates on changes to immigration laws, tuition fees, refund policies, and other relevant matters.
- b. Ensure ongoing self-education to stay informed about Canadian education policies and industry best practices.

12.11 Performance Monitoring and Reporting

- c. Regularly report to the institution on recruitment activities, including:
 - i. The number and demographics of students recruited.
 - ii. Feedback from students regarding their experience during the recruitment process.
- d. Participate in regular evaluations conducted by the institution to assess agent performance and compliance with contractual obligations.

12.12 Prohibited Practices

- e. Agents must strictly avoid:
 - i. Falsifying or manipulating documents, study permits, or financial records.
 - ii. Making unsubstantiated claims about program outcomes, such as guaranteed employment or immigration success.
 - iii. Engaging with sub-agents who have not been approved by the institution.
 - iv. Misrepresenting the institution or misleading students about costs, housing availability, or other key details.

12.13 Tailored Student Advising

- f. Act in the best interest of students by:
 - i. Matching them with programs aligned with their academic qualifications, career goals, and personal aspirations.
 - ii. Providing culturally sensitive guidance that respects the unique needs of diverse student populations.

12.14 Responsiveness and Accessibility



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- g. Maintain open lines of communication with students, parents, and the institution.
- h. Respond promptly to all inquiries, providing accurate and thorough answers.
- i. Be available to assist students throughout the recruitment and enrolment process, ensuring they feel supported and informed.

12.15 Promotion of Ethical Practices

- j. Act as an ambassador of the institution, upholding its reputation and values in all interactions with prospective students and their families.
- k. Commit to high standards of professionalism and transparency in all recruitment activities.
- l. Provide copies of advertisement /promotion materials at any point upon request by HCCBC to ensure fair and ethical marketing practices.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

For Heritage Community College (HCC):

Name: Jatinder Dhesi

Title: Director

Signature: _____

Date: _____

For Agent:

Name: Manpreet Joshi

Title: Director

Signature: Manpreet Joshi

Date: July 30, 2025



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ANNEXURE A

Agent Commission structure

1. On all the application for HCA program (September 2025 intake) mentioned below-
 - **30% of the tuition fees**
2. The tuition fee component of the program out of \$9845 is \$7845 = **C\$ 2353**
3. Payment of student tuition deposits to be made directly to HCCBC bank accounts or authorized payment methods as follow-

Payment Method	Details
Bank transfer	Bank: Royal Bank of Canada (RBC) Branch Name: Fleetwood Branch Account Name: Heritage Community College of Business Inc. Transit Number (MICR): 03620-003 Account Number: 100-522-2 Routing Number (EFT): 000303620 Swift Code: ROYCCAT2 Address: 15988 Fraser Hwy, Suite 307, Surrey, BC, V4N 0X8
INTERAC- E-transfer	jatinder@hccbc.com
In Campus	Cash, Debit/Credit/ Visa.



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ANNEXURE -B

Performance Reporting & Compliance

1. Provide HCC with a copy of authorised license for CICC or Member of Law society of a province or a territory in Canada.
2. Random student review and data records kept by the agencies can be requested for the evaluations
3. To monitor the performance, the college reserves the right to undertake the corrective actions for the complaints and unauthorised activity undertaken by the agent. This involves undergoing the
 - Investigation process for the complaints received,
 - Issuance of warnings and
 - Implementation of 90-day probation period.

This is necessary to ensure the fair practices on behalf of the agent/representative.



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ANNEXURE- C

Admission Credentials & Policies

1. Kindly make sure to follow the admission requirement for the program. A minimum grade 12 along with the post-secondary transcripts (If applicable) are needed before the final admission is offered.
2. A student who is transferring from another DLI must have completed at least 50% of the course duration in the previous college.
3. HCCBC does not issue the Provincial Attestation Letter (PAL) to the candidates seeking admission in the college programs.
4. A valid language proficiency is mandatory for- International students, Work permit holders, Visitor visa holders, Permanent residents and Canadian citizens
5. HCCBC has the final rights to close the program intake as soon as the seat availability fills up for that particular intake
6. HCCBC does not provide Post-Graduate Work Permit for the programs offered at the college.
7. A Criminal record Check or Police Clearance Certificate from home country is Mandatory for the Health Care Assistant Diploma at the time of the admission.



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- Use student data solely for the purpose of admission and recruitment, unless otherwise authorized by the student in writing.

12.9 Avoid Misleading or Non-Compliant Recruitment Practices

- Do not:
 - Enrol students in programs they are not qualified for or not interested in.
 - Recruit students who do not intend to comply with study permit conditions.



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- Use unauthorized or unapproved marketing materials that misrepresent the institution or its programs.
- Engage in dishonest practices, such as guaranteeing work permits or permanent residency.

12.10 Training and Updates

- a. Attend all required training sessions organized by the institution, including:
 - i. Institutional policies on quality assurance, admissions, and academic programs.
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- g. Maintain open lines of communication with students, parents, and the institution.
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- l. Provide copies of advertisement /promotion materials at any point upon request by HCCBC to ensure fair and ethical marketing practices.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

For Heritage Community College (HCC):

Name: Jatinder Dhesi

Title: Director

Signature: _____

Date: _____

For Agent:

Name: Sia Immigration Solutions Inc.

Title: Manpreet Joshi

Signature: Manpreet Joshi

Date: July 30, 2025



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ANNEXURE A

Agent Commission structure

1. On all the application for ECEA program (September 2025 intake) mentioned below-

➤ **Flat C\$1000 Commission on each enrollment**

2. The tuition fee after scholarship is **C\$ 2500**
3. Payment of student tuition deposits to be made directly to HCCBC bank accounts or authorized payment methods as follow-

Payment Method	Details
Bank transfer	Bank: Royal Bank of Canada (RBC) Branch Name: Fleetwood Branch Account Name: Heritage Community College of Business Inc. Transit Number (MICR): 03620-003 Account Number: 100-522-2 Routing Number (EFT): 000303620 Swift Code: ROYCCAT2 Address: 15988 Fraser Hwy, Suite 307, Surrey, BC, V4N 0X8
INTERAC- E-transfer	jatinder@hccbc.com
In Campus	Cash, Debit/Credit/ Visa.



ANNEXURE -B

Performance Reporting & Compliance

1. Provide HCC with a copy of authorised license for CICC or Member of Law society of a province or a territory in Canada.
2. Random student review and data records kept by the agencies can be requested for the evaluations
3. To monitor the performance, the college reserves the right to undertake the corrective actions for the complaints and unauthorised activity undertaken by the agent. This involves undergoing the
 - Investigation process for the complaints received,
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This is necessary to ensure the fair practices on behalf of the agent/representative.



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ANNEXURE- C

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2. A student who is transferring from another DLI must have completed at least 50% of the course duration in the previous college.
3. HCCBC does not issue the Provincial Attestation Letter (PAL) to the candidates seeking admission in the college programs.
4. A valid language proficiency is mandatory for- International students, Work permit holders, Visitor visa holders, Permanent residents and Canadian citizens
5. HCCBC has the final rights to close the program intake as soon as the seat availability fills up for that particular intake
6. HCCBC does not provide Post-Graduate Work Permit for the programs offered at the college.
7. A Criminal record Check or Police Clearance Certificate from home country is Mandatory for the Health Care Assistant Diploma at the time of the admission.