

AGENT CONTRACT

This contract between Academia Language School hereafter known as ALS and _____, hereby known as Agent is in effect this day.

(Agent defined as: One who acts for, or in the place of, another, by authority from him; one entrusted with the business of another.)

1) ALS will honor all requests for student placement from Agent upon receipt of a completed application form, financial data and all other required documentation. Payment from the Agent will be made at that time or upon issuance of an ALS invoice. If payment is not received promptly and in advance of students program start date, student will not be allowed to begin instruction at Academia and student will be notified of the delay in payment resulting from agent's negligence.

2) ALS and Agent agree to a commission rate of current published agent rate in effect for the initial period for which the student pays. The Agent will make tuition payment to ALS on behalf of the recruited student minus the agreed commission rate and termed as "net payment".

3) When Agent presents completed documents as defined in 1) above, the Agent will issue payment of fees minus commission as agreed upon to ALS. ALS will respond with the issuance of either an I-20 form or an acceptance letter (for short term applicants). The following items will be provided by ALS to the Agent:

- A tuition and commission schedule (any changes made during the year, ALS will provide revisions).**
- Promotional materials: Brochures, Audio Visual Media and other material if requested by Agent.**
- Application Materials for ESL programs and Housing**

4) Agent will be responsible for issuance of appropriate documents provided by ALS to its clients and will also notify clients of any changes or other matters as directed by ALS. Agent will notify ALS of any changes made by client. ALS will honor any changes by the Agent and will not charge additional fees for changes made, unless ALS incurs additional expense(s) and will document expense(s) and may charge only for documented expense.

5) Refunds for cancellations by an Agent referred client will be made upon request. Furthermore the following refund policy for Agents will apply:

- ALS will refund to the Agent all applicable fees within 30 days of written request.**
- Refund request made prior to students' arrival, ALS shall refund tuition paid, less administration fees, home stay fees, and registration fees, when applicable.**
- Refund after student's arrival at ALS will be made directly to the agent, less registration fees and other pro-rated tuition costs, when applicable.**
- Accompanying ALS general refund policy will be applied accordingly for Agents**

clients, canceling courses after their term begins.

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ALS will make every effort to accommodate students' requests for changes. A student may request to cancel course(s) of study, any time without a given reason.

Agent will refund all tuition and other refundable fees to their client, as specified by their student/agent agreement.

6) ALS and Agent jointly agree to foster good will and promoting high standards, assisting and accommodating each party towards their common goals of client and student satisfaction.

7) This contract can be terminated by either party with 30 days notice.

8) Occasionally, Academia will make revisions to this contract. Anytime a revision is made to this contract, ALS will provide your agency with the revised contract and request that it be promptly executed. The previously executed contract will be void either with the execution of the new contract or 30 days from the receipt of the new contract. An actively executed contract will be required at all times to maintain a relationship with ALS.

9) If ALS finds that the Agent has acted in a manner that is not consistent with ALS's ethical standards, ALS may terminate this contract immediately and without prior notice.

This contract upon the representative signatures affixed is now in effect, and will remain in effect for 30 days after notification by either party of termination of this contract.

Academia Language School (ALS)

Agency

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Please provide the following information:

Name of Agency: _____

Primary Agent to Contract: _____

Agency's Address (Where Student's I-20 will be sent):

Telephone Number: _____

Fax Number: _____

E-mail Address: _____