

AGENT CONTRACT

This contract between _____ I hereafter known as _____ 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) _____ 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 _____ 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) _____ 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 _____ 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 _____ to the Agent:

- A tuition and commission schedule (any changes made during the year, _____ 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 _____ to its clients and will also notify clients of any changes or other matters as directed by _____ Agent will notify _____ of any changes made by client. _____ will honor any changes by the Agent and will not charge additional fees for changes made, unless _____ 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:

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