



INTERNATIONAL STUDENT PROGRAM

115 Nelson Road, Saskatoon, SK S7S1H1 Canada
Ph: 1 306 659-7688 or 7689 * Cell: 1 306 241-6640
Email: international@gscs.ca *Website: <https://gscs.ca/isp>

AGENT AGREEMENT

Greater Saskatoon Catholic Schools hereby agrees that _____
Name of Agency

Agent's Signature Agent's Name (first and family name) Date of

Agent's Title (e.g. Director) Street Address

City Province (if applicable) Country Postal Code

Phone Number Email Address Website

Marketing Country/Countries Net Gross Different Each Time Invoice Preference

(hereafter called the "Agent") shall act as a representative of the Greater Saskatoon Catholic Schools (hereafter called "GSCS") in the promotion of their International Program and in the recruitment of bona fide students for that program.

RESPONSIBILITIES OF THE GREATER SASKATOON CATHOLIC SCHOOLS (GSCS)

GSCS will:

- Provide authorization to the Agent to promote GSCS's International Program and to recruit applicants for such program, for review and approval of GSCS.
- Pay to the agent a **commission of 15% of tuition** per student referred and accepted for admission. If the student attends for one semester only (or a shorter period), the commission will be prorated according to the period of enrolment during the first year. The commission shall be paid only for the first year of a student's enrolment.
- Remunerate commission to the Agent to be paid upon receipt by the school division of tuition.
- Provide to the Agent materials and documents necessary for responsible recruitment, including GSCS guidelines for applicants and applicable school policies.
- Notify the agent promptly of any material changes to the International Student Program.



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RESPONSIBILITIES OF THE AGENT

The Agent will:

- Promote the advantages and services of GSCS to students in their home country.
- Assist applicants with the GSCS application process.
- Screen applicants according to GSCS guidelines.
- Provide all necessary paperwork and documentation to GSCS.
- Provide students with reasonable assistance in understanding relevant government regulations.
- Aid in communication with the student's parents when necessary.
- Work with GSCS to provide translations of relevant materials.
- To the best of its knowledge, ensure that it does not misrepresent the Greater Saskatoon Catholic Schools; GSCS does not wish to enroll students who do not have an accurate picture of the programs we offer.
- Not to alter or change school documents or policy.
- Ensure that the student client or agent pays tuition directly to GSCS.
- Provide reasonable after-enrolment service in the event of student problems.
- Cover expenses incurred in promotion and recruitment.
- Agree that GSCS is under no obligation accept a student referred by the Agent for admission.
- Greater Saskatoon Catholic Schools agree to pay to the agent a commission of **15%** on the amount of tuition submitted for each student recruited during the first year of student attendance.
- Submit invoice for commission between September 1 and August 31st in the year that the student is enrolled. Commission cannot be paid after budget year passes.

A full tuition refund will be given, minus a \$2000 Administrative Fee if a student withdraws prior to starting the program.

A tuition refund will be given of on half of tuition fees if the student withdraws within 30 calendar days of the beginning date of the school program. If commission is kept at source, GSCS will only refund half of the net tuition received.

No refund of fees and commission will be given if a student withdraws after 30 days from the beginning date of the program.

No refund of fees and commission will be given if a student is dismissed from the International Student Program.

GSCS will retain control of student acceptance and tuition fees at all times.

Agent commissions are to be paid in one of two ways:



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1. Agents can **invoice** their commission to the International Program, St. Joseph High School, 115 Nelson Road, Saskatoon, SK, S7S 1H1, Canada. The invoice must include the payee, full address and payment terms.
2. Agents can **discount** the amount of their commission (kept at source) and pay GSCS the net amount of the students' program.

Payments to foreign agents will be done by **cheque or wire payment in Canadian funds.**

Either party may terminate this Agent Agreement if the other party breaches any of its representations or warranties, or any other material obligation under this Agent Agreement, and fails to remedy such breach within five (5) days of receipt of notice. All unpaid amounts due in respect of the terminated Services up to and including the effective date of termination shall become immediately due and payable; for greater certainty, the Agent shall be entitled to receive the fees and commissions for all students referred to GSCS prior to the termination of this Agent Agreement.

Neither party shall be liable for damages, losses, injuries, or costs caused by the other party's negligent or willful act or omission, notwithstanding notice of such. In no event shall either party's total liability for all damages, losses or causes of action exceed the amount paid to the Agent under this Agent Agreement.

GSCS and the Agent agree to execute promptly, when prepared, any documents required to complete student recruitment and transactions.

It is understood and agreed that there are no other representations, warranties, guarantees, promises, or agreements other than those contained in this Agent Agreement.

In the event the conditions of this Agent Agreement have not been fulfilled or performed, this Agent Agreement shall be deemed null and void.

This Agent Agreement Shall constitute a binding contract upon the parties hereto.

Dated at Saskatoon on this _____ day of _____, 20____.

Kim Hoffart
Director, International Student Program
Greater Saskatoon Catholic Schools