



International Student Program

115 NELSON ROAD SASKATOON SK S7S 1H1 CANADA

Phone: 1 306 659-7688

Email: international@gscs.ca

Website: <https://international.gscs.ca/>

AGENT AGREEMENT

Greater Saskatoon Catholic Schools hereby agrees that _____
(Company Name)

(Street Address)

(City)

(Province)

(Country)

(Postal Code)

(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.

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.

A full tuition refund will be given, minus a \$500 Administrative Fee if a student withdraws prior to starting the program.

A tuition refund will be given of one-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.

