



Campbell River Schools International
425 Pinecrest Road
Campbell River, BC V9W 3P2
Email: international@sd72.bc.ca
<https://int.sd72.bc.ca>

AGENT PARTNERSHIP AGREEMENT

This agreement is between the following parties:

Campbell River Schools International
425 Pinecrest Road, Campbell River, B.C. V9W 6J7 Canada
Tel: 1-250-923-4918 Ext. 2237

AND

Company Legal Name:
Company Address:
Phone Number:
Website:

Fax:

Primary Contact Name:
Phone Number:
Email:

Terms of Agreement

All Agents, Consultants or Partners shall be referred to as “The Partner” throughout the document.

The Partner will actively recruit students from the following area(s): _____

A. The Partner agrees to the following terms:

- To actively recruit students, at its own expense on behalf of School District #72, Campbell River during the term of this agreement.
- To professionally and diligently market School District #72, Campbell River and all of our programs as described in the promotional material. The partner may not in any way misrepresent the School District or the Program.
- To refer students who have the educational background and ability to be successful in the K-12 programs offered by School District #72, Campbell River. The decision regarding acceptance of a student to the program rests with the Academic Advisor and Global Engagement Manager or Designate.
- Be aware of and adhere to district policy and procedures regarding such issues as refund policy, tuition fee payment dates and conditions, application renewal dates, Code of Conduct and program end dates.
- Maintain communication with School District #72, Campbell River on a regular basis and provide information about students, their arrival dates and times, and other needed information as required. The Partner is obligated to maintain communication throughout the duration of the student’s stay in Campbell River to facilitate contact between the Program and the Natural Parents.

- Provide detailed information regarding the needs of the student, especially those needs relating to the homestay placement.
- Provide information to the referred student about the application process, visas, study permit requirements, home stay and programs offered by School District #72, Campbell River.

B. It is agreed that School District #72, Campbell River Schools Internationals shall:

- Provide the Partner with up-to-date promotional information for use in promoting the school district, and other information necessary in advising and supervising of students (fees, program deadlines, course information, behaviour policy, emergency contact information, grade reports, school calendar, etc.)
- Review applications in a timely manner and to notify the agent of any incomplete or missing information, as well as of the final admissions decision.
- Pay to the Partner a commission in Canadian dollars based upon the following:
 - **15% of the tuition fee paid for a student's first year** of registration in a program at School District #72, Campbell River.

C. It is further agreed by both parties that:

- The aforementioned fee shall be paid by School District #72, Campbell River to the Partner after a student has enrolled in SD #72. **The referral fee shall be paid once an invoice for the commission has been received and after the student has been in Campbell River for a minimum of 30 days.**
- The Agent shall notify School District #72, Campbell River of any additional commissions or payments paid by third parties arising out of the Agent's activities pursuant to this contract.
- The parties agree that any litigation that may arise between them will be conducted in the Courts of British Columbia pursuant to the laws of the Province of British Columbia.
- The term of this agreement shall take effect as of the date of signing by both parties. The agreement may be cancelled:
 - by either party upon two (2) months' notice in writing; or
 - by School District #72, Campbell River, immediately without notice, for cause.

D. Agents are requested to adhere to the Deadlines as outlined below:

Application Fee: Paid with submission of online application.

Tuition & Homestay Fees & Homestay Placement Fees & Program Fees:

Fees are due in full, within 30 days after invoice.

Deadlines for the following applicants are:

| | |
|-------------------------------|-------------|
| Returning Students | March 30 |
| New students--September start | May 30 |
| New students-- February start | November 15 |

Homestay fees cover the first day the student arrives and continue for 5 months, for example, from August 26 to January 25. Additional days between September and June 30 cost \$35 CAD per day. If a student arrives on August 26 and departs on June 30, we will issue an extended homestay invoice for five days, June 26, 27, 28, 29, 30 at \$35/day.

Our international student program ends on June 30 and students are expected to depart Campbell River on or before June 30. After this date, the program absolves itself of responsibility for education, supervision and guardianship. Medical insurance also ends on June 30. For these reasons, it is very important that students purchase a departure ticket by April 20 and prove their intention to depart.

Students who remain after June 30 will be charged a \$100 administration fee.

We will need documents signed by natural parents absolving our International Program for responsibility.

Travel fees:

Students who travel outside of Canada with a host parent; or students who travel anywhere without an adult will be charged a **\$100 travel fee**. Our international student office will ensure that appropriate travel documents are prepared, natural parent waivers have been completed and that medical insurance has been adjusted to cover this trip. In some instances, students will need to purchase additional medical insurance and visas to cover their destination.

Application & Extension Deadlines

| | |
|--------------------------------------|------------|
| Returning Students must inform us by | March 1 |
| New students--September start | April 30 |
| New students-- February start | November 1 |



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425 Pinecrest Road
Campbell River, BC V9W 3P2
Email: international@sd72.bc.ca
<https://int.sd72.bc.ca>

Date:

Signed by: _____ Date: _____

Print Name and Title: Kevin Patrick, School District 72 Secretary-Treasurer

AND

Signed by: _____ Date: _____

Per: _____
(Company Name)

Print Name and Title: _____

Contact Information:

Mercedes Hayduk
Global Engagement Manager
International Student Programs, Campbell River School District
Tel: (250) 923 - 4918 ext. 2237
Cell: (250) 204-4362
Email: Mercedes.hayduk@sd72.bc.ca