



## INTERNATIONAL EDUCATION STUDENT RECRUITMENT AND REFERRAL AGREEMENT

(hereinafter referred to as the “AGENT CONTRACT”)

**Between:**

Medicine Hat Public Board of Education operates as Medicine Hat Public School Division. Hereinafter referred to as “MHPSD” and/or “Division”

601 First Avenue SW, Medicine Hat, AB, Canada T1A 4Y7 Phone: (403) 528-6701 Fax: (403) 529-5339  
Email: [internationalservices@sd76.ab.ca](mailto:internationalservices@sd76.ab.ca)

(hereinafter referred to as the “Division”)

- and -

\_\_\_\_\_  
“Company”

\_\_\_\_\_  
“Address1”

\_\_\_\_\_  
Address2”

\_\_\_\_\_  
“City”, “Country”

\_\_\_\_\_  
“Telephone”

\_\_\_\_\_  
“Fax”

\_\_\_\_\_  
“E-mail”

(hereinafter referred to as the “Agent”)

### RESPONSIBILITIES OF THE DIVISION:

1. To provide the following:
  - a. promotional materials on the community;
  - b. promotional brochures on the Division’s schools and the International Education Program;
  - b. website maintenance outlining the Division's International Education Program; and
  - c. fee schedules.
  
2. Review student applications and determine acceptance of students for enrolment in the Division.

3. Ensure that the same tuition fee will be charged to a student regardless of whether students apply directly to the school or through the Agent.
4. Arrange suitable homestay accommodations.
5. Provide ongoing counseling and support to international students and to homestay families.
6. Communicate with Agent regarding the attendance of students referred by the Agent.

**RESPONSIBILITIES OF THE AGENT:**

1. Promotion:
  - a. promote the program of the Division to prospective students wishing to study in Canada;
  - b. display and distribute school and program brochures to prospective students free of charge;
  - c. promote the community of Medicine Hat, the Division and the school programs to prospective parents and students.
2. Assessment of applicants and referral of students.
3. Application Assistance:
  - a. assist students in completing the necessary forms;
  - b. collect the completed application forms and applicable fees and remit the same to the Division on behalf of the students;
  - c. notify the School Board Office of the student's accommodation needs and travel plans, including flight number and airport pickup needs.
4. Arrange meetings for the parents with the appropriate School Division staff when Division staff is going overseas.
5. Facilitate communication between the parents and the School Division staff.

**ADMISSION POLICIES:**

An academic year is defined as two halves. Students may commence studies in Term 1 (August/September) or Term 2 (January/February) depending on the school organizational program in effect.

**REQUIRED TUITION FEE PAYMENT:**

Students who are referred by a representative pay the same amount of tuition fee as students coming from other sources. Students who register for September must pay full tuition for one academic year with payment due prior to registration and/or attendance of the student.

Payment can be in the form of bank drafts, certified cheques or wire transfers to the **Division's bank account**.

**COMMISSION:**

A commission fee will be paid to the Agent by the Division for each successfully recruited student, fulfilling the following requirements:

1. All application documents are completed in full.
2. The student is accepted into the Division and has paid the required tuition fee.
3. The student has received approval from Immigration Canada to visit Canada for educational purposes.

For the [school year] \_\_\_\_\_ school year the Division's commission payment is 15% of the tuition fee. For the same student returning the next year, a follow-up commission of 15% is paid. For the same student returning for a third or more years, there will be a 10% follow-up commission.

The Agent can invoice the Division one month after the student has started school, i.e. October 1 for a student beginning in September. Agent fees will be paid providing tuition fees have been received.

Commissions are based on present Division policy and the current fee structure. Advance notice will be provided of any revision to fees or policy.

**PAYMENT:**

The Agent will be responsible to the Division for the collection of any application, tuition, homestay or other fee(s) set by the Division. The Agent shall immediately remit the monies collected to the Division and shall issue to the student a temporary receipt. On receipt of the monies collected, the Division shall issue an official receipt and acceptance letter.

**TERMS OF AGREEMENT:**

1. This agreement will take effect immediately upon return of the copies signed by authorized personnel for both parties.
  
2. This agreement will be informally and periodically reviewed, and changes may be made by mutual agreement.
  
3. Either party may terminate this agreement by providing 60 days written notice to the other.

Signed for: **Medicine Hat School Public School Division**

Jerry Labossiere, Secretary-Treasurer	Date
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Mark Davidson, Superintendent	Date
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Signed for: **Agent**

Company	Country
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Name & Title	Date
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and/or

Name & Title	Date
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