

AGENT AGREEMENT BETWEEN COLUMBIA COLLEGE CALGARY and

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are <i>essential or mandatory</i> .
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Columbia College Corp. will be referred to as **The Institute** while _____ will be referred to as **The Agent**. The Institute agrees to receive referrals from the Agent under the conditions outlined below.

1. GENERAL CONDITIONS

- (a) Terms: *Tuition* refers to program tuition fees only. *Other services* refers to fees for homestay search, airport pickup, residence deposit and other fees which may be added from time to time.
- (b) The agent agrees to refer individual students who are suited for a specific program offered through the Institute.
- (c) The Agent agrees to respect all existing deadlines and administrative procedures on the understanding that suggestions for improvement will be given due consideration.
- (d) Information given to the Agent's clients must be current and accurate. In particular, students need to be aware of the refund policy and enrollment deadlines. The Institute agrees to provide updated information as requested.
- (e) The Agent is not responsible for the student's academic performance or personal behavior while attending the Institute or living in Calgary.
- (f) The Agent must provide translated copies of all promotional material which names the Institute.
- (g) This agreement does not grant or imply any exclusive arrangement between the Institute and the Agent.
- (h) This agreement is made in Canada and will therefore adhere to Canadian laws.
- (i) Detailed information related to Columbia College is listed on its website (www.Columbia.ab.ca). This website includes such information as: student application form; international student requirements and additional fees; student selection procedures; administrative policies, regulations and procedures; student conduct, academic and non-academic performance; programs of study, program descriptions and related fees, course descriptions; and program graduation requirements.
- (j) Please note that international visa students will be required to pay a fee 15% higher than that listed in the College calendar.
- (k) Please refer to the International Student section of the Columbia College website for more details (www.Columbia.ab.ca).

- (l) All professional programs listed on the website are the equivalent of one or two academic years of post-secondary education. However, Columbia compresses these programs into a six or twelve month period. This means Columbia's students attend more hours of instruction per week than students attending traditional university and college programs. This also means Columbia's students work harder to complete a program. The benefit gained by the student is that they graduate in about half the time and are able to get on with their career sooner.

2. VISA STUDENT RESPONSIBILITIES WHILE STUDYING IN CANADA

The following list describes responsibilities associated with each visa student wishing to study at Columbia College in Calgary, Alberta, Canada.

Application

Each visa student must complete a Columbia College application. They must also follow the directions listed in the International Student section of the Columbia College calendar (see Columbia's website www.Columbia.ab.ca).

Acceptance and Fees

Prior to receiving their letter of acceptance each visa student will pay all required fees to Columbia College.

Canadian Embassy

Once the student has received all the approval documents from Columbia College they will be required to make an appointment with the Canadian Embassy. Prior to their embassy appointment they should ask the embassy for a list of all required documents as well as the necessary steps to follow.

Air Travel

Prior to final approval by the Canadian Embassy the student will be required to book a return air flight to Calgary, Alberta, Canada.

Home Stay

Upon arrival at the Calgary International Airport, each student will be greeted by their home stay coordinator.

The student will be responsible to follow the directions of their home stay coordinator and home stay host family.

The student will be responsible to pay home stay fees which will include room and board.

Summary of Student Personal Costs

The student will be responsible to pay the following estimated costs during each ten months of study in Canada. These costs may be adjusted as required depending on length of program and changes in costs.

Return Air Travel to Canada	-	\$2,000.00
Private Health Care (required)	-	1,000.00
Daily Transportation to and from School (required)	-	1,000.00
Educational Supplies such as pens, paper, binders (required)	-	300.00
Home Stay (Room & Board) (required)	-	10,000.00
Dental Care	-	Optional
Personal Clothing	-	Optional
Personal Hygiene	-	Optional
Social, Leisure & Recreational Activities	-	Optional
Transportation to Other Sites of Interest	-	Optional
Writing a TOEFL Test (optional)	-	To be determined
Miscellaneous	-	<u>1,500.00</u>
(Based on 2005/2006 Costs)	Total	\$15,800.00 (Canadian)

Host Family Responsibilities

In addition to providing the student with a private bedroom and access to shared telephone, bathroom and laundry facilities, the host family is also responsible to provide the student with three meals a day. Lunch will normally be taken to school. The host family will act as an extended family to the student. This includes social and, if necessary, emotional support. It may also include helping them set up their health care plan as well as other such services.

Columbia College Home Stay Coordinator

It is the responsibility of the Home Stay Coordinator to meet and greet students as they arrive and leave the Calgary International Airport. They will give the student a brief tour of the city and Columbia College. They will identify, select and introduce the student to their host family. They will ensure the student knows their way to the College. They will remain in contact with the student at least one time per month to ensure they are getting the academic, social, emotional and psychological support they need in order to remain in Calgary and complete their educational studies.

The Home Stay Coordinator will ensure the Host Family is providing the level of support to the student that is expected.

The Home Stay Coordinator will be employed by Columbia College and will report to the College's International Coordinator.

Columbia College International Coordinator

It is the job of the International Coordinator to help each program coordinator at the College make the proper selection of visa students. They will focus their attention on the visa student from the academic perspective while the Home Stay Coordinator will attend to the student's non-academic residential, social and personal needs.

The International Coordinator will also work with Columbia College Program Coordinators to plan and coordinate any special offering of Columbia's educational programs. This will include faculty selection, air flights, recommendations and other college administrative responsibilities.

Educational Programs

It will be the responsibility of Columbia College to provide the educational program in which the student is registered. This will include meeting all federal, provincial and municipal licensing, regulations and reports. Facility, furnishings, equipment, faculty selection and supervision, educational materials, and student related documents and records will also be the responsibility of Columbia College.

A complete description of the college, its licensing information, programs, courses, faculty, administration policies, regulations and procedures, fees and international student requirements may be found by accessing the College website at www.Columbia.ab.ca.

Length of Program

The length of the ESL program is normally 10 months but will vary depending on each student's specific circumstances.

The length of each professional program is listed in each program section presented on the Columbia College website. Most programs are one academic year completed in six months.

Other than single day national holidays the College only closes for two weeks each year from late December to early January.

Future Changes to Columbia College

It is understood that each one of Columbia's professional programs are fully and completely described on the College website.

It is further understood that the operation of the College and its programs are undergoing constant development and change. Therefore, it must be understood that the nature of this agreement will be impacted by ongoing changes to the College website. For example, student fees are normally adjusted once per year effective September 1st. It should be expected that student fees will normally increase annually between five and ten percent.

The College hopes to receive degree-granting authority from the government licensing authority in about two to four years. As a result, the operating name of the College will change from Columbia College to Columbia University College. The College will then begin offering 3-year degrees in Business Management. Future 3 and 4 year degrees are being planned for Criminal Justice, Teacher Education, and Healthcare occupations.

Columbia College and therefore this agreement will also be affected by ongoing changes to federal, provincial, and municipal acts, policies, rules and regulations.

Summary of Educational Fees and Student Personal Costs

Columbia College ESL Program

Each visa student who enrolled in Columbia College's ESL program during their first year of study will be responsible to pay, in Canadian dollars, the fees listed below:

ESL Program Tuition and Other Related Fees	-	\$13,700.00
International Student Adjustment (add 15%)	-	2,055.00
Summary of Student Personal Costs	-	<u>15,800.00</u>
Total		\$31,555.00

Changes In Fees

Columbia College reviews all its fees on an annual basis each year between January and April. New fee levels for the next academic year are normally set by May of each year. Columbia College's academic year extends from September 1 of one year to August 31 of the next year.

The fees quoted on the preceding page are in effect from September 1 to August 31.

Historically, the College's fees have been increased between five and ten percent per year. This is expected to continue in the foreseeable future.

3. PROCESS

- (a) All fees must be paid in full.
- (b) The Agent will, at the time of application, receive the tuition and any other service fees from the applicant. The total amount is to be forwarded to the Institute in a timely fashion.
- (c) The Institute, upon appraisal of the applicant's documents and academic credentials, will make the admission decision.
- (d) Assuming all documentation and monies are complete, the Institute will send the letter of authorization by regular mail by the end of the following working day. Normally, the cost of any rush services (e.g. courier, special delivery) will be borne by the agent or student.

4. COMMISSION

- (a) The Institute agrees to pay the Agent a commission of 10% on the first term (12 months) a student attends classes at Columbia College. The commission is based on the current ESL Program Tuition and other related fees rate.
- (b) Commissions are linked to tuition fees for the following programs only:
 - i English as a Second Language (ESL);
 - ii Academic Upgrading, and;
 - iii all professional programs.
- (c) Commission will be paid after a student has attended classes regularly for three (3) weeks.

- (d) Commission will not be paid in these circumstances:
 - i. if a student does not meet the entrance requirements for the Institute;
 - ii. if Immigration Canada refuses to issue a student authorization. (In this case, a refund will be processed according to the Institute's current refund policy.)
- (e) Commission will not be paid:
 - i. on applications for continuing students;
 - ii. on any other courses offered through the Institute;
 - iii. on any other part-time classes;
 - iv. on any other services;
 - v. on any administrative fees that may be levied from time to time;
 - vi. on the international student adjustment or summary of student personal costs.

5. AGREEMENT

- (a) This agreement will be in effect from _____ to _____.
Students not registered during this period are exempt from this agreement.
- (b) Either party can terminate this agreement with thirty (30) days written notice.
- (c) Signatures below indicate acceptance of all terms and conditions laid out in this document.

COLUMBIA COLLEGE CORP.

_____ **(AGENT)**

Address

Address

City, Province/State

City, Province/State

Country, Postal Code

Country, Postal Code

Website

Website

Phone Number (Area Code)

Phone Number (Area Code)

Dr. J.T. (Tom) Snell, President (Print) (Signing Authority)

Name, Position (Print) (Signing Authority)

Phone Number

Phone Number

Fax Number

Fax Number

Email Address

Email Address

Signature

Signature

Date

Date