

Mutual Agreement between Cambrian Academy, Inc. and **SAMPLE ONLY (Agent) wishing to refer students to Cambrian Academy for commissions.¹**

Agent represents that he/she/company is an independent agent not employed by CAMBRIAN ACADEMY. When commissions are earned, Agent will invoice CAMBRIAN ACADEMY for the agreed upon commission.

Agent is expected to:

- refer students using honest and accurate representations of CAMBRIAN ACADEMY and its programs.
- submit a clearly printed and complete application package for referred students.
- manage the payment of fees and tuition for referred students.
- ensure that the student is making a good faith effort to obtain F-1.
- provide true and accurate parent/guardian contact information.
- facilitate communication with parent/guardian in the event of an emergency.
- clearly label all submitted materials with Agent's name and email address.

CAMBRIAN ACADEMY will:

- promptly evaluate each application package once fees have been received.
- conduct pre-admission communication through Agent only.
- generate the student's I-20.
- pay the \$200 I-901 fee and obtain a receipt.
- send an admission "package" via email to Agent. \$350 as of June 15, 2019
- send an admission package via DHL to Agent or address provided by Agent. An admission package contains:
 - Receipt for payment with schedule for remaining payments
 - Acceptance letter
 - I-20
 - I-901 receipt
 - Checklist of items still required
 - Signed Enrollment Contract
 - Additional information, including residence options. (If Agent is also providing homestay arrangements, our homestay information may be omitted.)
 - Interview instructions and tips

Certain active agents will be given a **2-Seat Guarantee of admission** for students entering grades 9-11. This allows the agent to provide emergency, or last-minute service to late

applicants. These active agents can look at a student grade report and give an answer on the spot, thus retaining a new client who would otherwise continue to contact other agents.ⁱⁱ

Important definitions

- **Complete application package.** This includes:
 - signed application, with all necessary information printed legibly
 - I-20 Info Request form
 - financial statement from bank
 - student grade reports (previous 2 years)
 - scan of passport or other verification of name and birth date
 - signed Health Form or indication when it will be completed
 - fees due: either a check drawn on a US bank or receipt of wire transfer
 - video interviewⁱⁱⁱ
- **Good faith effort:** If a student has not prepared properly for the interview at the embassy, it is possible to get a 214(b) denial. We do not usually give a refund for this type of denial on the first attempt, because it often indicates a lack of preparation. It may also be attributed to other factors un-related to the student's true suitability for the F1, such as random chance or an interviewer being in a bad mood. Students should be properly educated on the purpose of the interview and encouraged to automatically go for a second interview.^{iv}
- **Agent:** An Agent works as an independent business. An Agent provides services to his/her customers which include, but are not limited to, education consulting and referral services **for students who are not their close relatives.**

To qualify for commissions from Cambrian Academy, an Agent must provide all application materials in a format ready to process. The Agent is responsible for securing funds from the applicant in a timely manner and ensuring that communication channels are available and open between the school and the student's legal guardians.

Agent agrees not to recruit students away from CAMBRIAN ACADEMY for the purpose of obtaining new payment or commissions. Such action is harmful to the relationship between Agent and CAMBRIAN ACADEMY, and may result in the immediate termination of this agreement and the forfeit of any pending payments.

From time to time, and at CAMBRIAN ACADEMY's sole discretion, CAMBRIAN ACADEMY may engage Agent's additional services for the purpose of retaining a student previously referred by Agent. The nature of Agent's relationship with parents/guardians is such that value is added in certain situations. CAMBRIAN ACADEMY will propose appropriate compensation for such additional services.

Commissions

Agents who provide a Complete Application Package for a student who is successfully enrolled in Cambrian Academy, will receive a commission of \$1,500.

A commission becomes payable when

- The student has paid the final non-refundable tuition payment for the year.

- For late entry students, ½ commission is paid when the student’s final non-refundable tuition payment is made, and ½ is paid when we receive the non-refundable deposit for the subsequent school year.

Advertising Reimbursements

Agents who bring in more than five students in a single school year will become eligible for advertising reimbursements of up to US \$500.00 in the subsequent school year. There will be a separate pre-approval process for this ongoing benefit.

Additional Services

To enhance the creativity, effectiveness, and impact of our respective educational endeavors, Cambrian Academy welcomes proposals from agents to engage in additional services of true benefit to students. Such services may include translations, pre-departure orientations, Skype conferences, and so on. To avoid actual or potential conflict of interest, proposals must be reviewed and approved in advance by both Cambrian Academy and Agent.

Here is one example: All parents are given access to the school gradebook program that sends out weekly updates. You may want to charge a fee at the beginning of the school year to translate or deliver these messages to parents who either don’t have an email address or who want it translated. Many parents of international students don’t seem to understand that they can be kept up to date with grade and attendance reports. (You would need to have their permission to be added as a contact for this.)

Signatures below indicate this agreement has been entered into on this _____ day of _____, 2019.

SAMPLE ONLY

Agent Signature

SAMPLE ONLY

for Cambrian Academy

Commission payments (and any refunds) will be wired to:

Agent Name: _____

Bank Name: _____

Bank Address: _____

Routing: _____

Account: _____

SWIFT: _____

or US Agents can receive payment by check

ⁱ Agent understands that the commission/bonus (the fee by any name) is being paid more for the assistance in streamlining the process than for simply referring a student to Cambrian Academy.

ⁱⁱ Cambrian Academy extends this privilege when an Agent has successfully placed a few students at Cambrian Academy, and has shown an understanding of our process and expectations of a candidate. This enables the Agent to provide the valuable service of an expedited placement. It enables the Agent to give the student an answer before the student leaves the office.

ⁱⁱⁱ The more quickly an Agent can give answers to a potential student, the more valuable the Agent is to that student. We would all like to avoid the delays of scheduling a SKYPE interview. Agents who have become familiar with Cambrian Academy's admission standards can request the option of providing their own two-minute video interview with the student instead.

^{iv} When our instructions are followed for the F1 process, the success rate is very high. For the applicant to remain eligible for a refund in the event of denial, documentation must be provided in a timely manner as stated in our instructions. If Agent chooses to use different methods, Agent assumes the risk.

We usually enter into this agreement after the first student transaction is complete. Fee/Commission for first student is paid if we are saved time and effort. Some new "agents" have ended up taking more time and effort than if we had worked directly with the student.

Experienced agents, however, can usually handle the first transaction smoothly.