



Central Okanagan International Education
School District No. 23 (Central Okanagan)
1040 Hollywood Road, Kelowna
British Columbia, Canada V1X 4N2
Tel. 250-470-3258 Fax 250-870-5188

The Central Okanagan (Our Community)

- **English speaking community steeped in Canadian Culture**
- **University of British Columbia–Okanagan is located in Kelowna**
- **Ranked as one of the 3 most desirable places to live in Canada**
- **Largest community in the Okanagan**
- **Over 95% of the population speaks English as their first language**
- **Great shopping, restaurants, recreation, and entertainment**

School District 23 (Central Okanagan)

- **Long history of Foreign Student Programs and Exchange Programs**
- **6th largest school district in B.C.**
- **Largest Advanced Placement course selection outside of Vancouver, BC**
- **22,000 full-time students**
- **42 schools**
- **Less than 2% ESL students**
- **Specialized programs: Golf, Sailing, Hockey, and Soccer Academies**
- **Specialized courses: Flight mechanics, hairdressing, culinary arts, graphic design, photography, television and radio broadcasting, film editing, computer animation**
- **Partnerships with Universities, Colleges, and Trade Schools**

All Central Okanagan teachers

- **have university degrees (Bachelors, Many have Masters Degrees)**
- **are certified by the British Columbia Ministry of Education**
- **are registered with the British Columbia College of Teachers**

Beautiful, modern facilities

- **Modern and spacious buildings and classrooms**
- **Cutting edge technology provides all grade 7-12 students access to laptops**
- **Wireless internet access in most Middle and High Schools**
- **All students in Middle and High Schools have their own lockers**
- **Well equipped recreational facilities**
- **Up to date teaching materials and student materials**
- **Small Class sizes for International Students**

Ideal setting for international students

- **Ranked as one of the best locations to live in Canada**
- **beautiful homes and communities**
- **excellent year round recreation: golf, canoeing, kayaking, sailing, hiking, biking, downhill skiing, cross country skiing, snow boarding, snowshoeing, horseback riding**
- **lakes, rivers, mountains, orchards, parks and forests all minutes away**
- **Ski resorts, golf courses, lakefront resorts, beaches all located in the Central Okanagan**

**People come to the Central Okanagan for the lifestyle, the climate, and the friendly people.
The small city that offers the world!**



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**RECRUITMENT AGREEMENT BETWEEN:
CENTRAL OKANAGAN INTERNATIONAL EDUCATION
AND**

Name of Agency/ Consultant

This “Guideline and Expectation Policy” outlines expectations for promotion and assistance in student admissions for the District. The parties enter into this Letter of Agreement as an arrangement for the recruitment of students. This agreement covers individual students in regular programming.

A. IN PARTICULAR, IT IS AGREED THAT _____

(Hereinafter referred to as “the Consultant”) SHALL:

- At its own expense advertise, market, and promote International Education Central Okanagan (hereinafter referred to as “the Program”) positively and accurately using information provided by the Program. The Agent may not in any way misrepresent the school district or the Program.
- Provide parents and students with complete and truthful information pertaining to programs, fees, and accommodation arrangements provided by Central Okanagan International Education.
- Advise a student/parent to remit the fee(s) payable to Central Okanagan International Education as specified on the invoice or Letter of Offer. In case of a student/parent requesting the Consultant to forward the fee(s) to the Program, the Program shall not be liable for any fee(s) collected by the Consultant that has not been forwarded to the Program.
- Be aware of and adhere to district policy and procedures regarding such issues as refund policy, tuition fee payment conditions (including dates and duration), application renewal dates, district Code of Conduct, school placements and grade level determination.
- Ensure custodianship and living arrangements are conducive to the well-being of the child, and that proper documentation of custodianship is filed with our office.
- Ensure that the necessary Canadian immigration papers, passport documents and medical information are provided to the International Education office as stated at the time of acceptance.
- Maintain communications with the Central Okanagan International Education Program at all times. This includes updating all personal information pertinent to the students, their arrival dates and times, contact numbers, and other such needed information as may be required from time to time. The Consultant’s obligation to maintain communications shall continue throughout the student’s stay in British Columbia in order to facilitate contact between the Program and the parents or guardians.
- Refer to itself as a representative of the Program solely for the purpose of student recruitment. The Consultant shall not hold itself as an employee, representative, agent, branch, department, partner, or affiliate of the Program, nor for any other purposes whatsoever.

B. CENTRAL OKANAGAN INTERNATIONAL EDUCATION SHALL, IN PARTICULAR:

- Provide to the Consultant full information on courses, programs, policies, and regulations available and pursuant to international students.
- Pay commission to the Consultant, in Canadian dollars.
- Upon receipt of the Consultant invoice, pay the commission after the student has been in attendance for one month. There shall be no entitlement to commission by the Consultant until the Program has received fees and any deadline date for a refund of all or part of the fees has passed. The commission is calculated based on tuition fees only and not other fees such as Homestay, application fees or medical insurance payments. Any exception to this payment schedule must be negotiated in writing and signed by both parties.
- Pay to the Consultant the commission on a student's first semester fees only in cases where a student does not register for a second semester.
- Reserve the right to deduct a processing fee from the Consultant commission if Central Okanagan International Education application forms have not been completed and submitted for each student.

Program Commission

_____ % of the tuition fee to be paid for the first year of attendance only (both parties to initial)

C. THE PARTIES OR SIGNEES EXPRESSLY AGREED THAT COMMISSIONS SHALL NOT BE PAYABLE IN THE EVENT THAT:

- The student applicant withdraws his/her application or, for any reason, in the sole discretion of the Program, the applicant is denied.
- The Program grants a full refund of tuition fees to an applicant based on the denial of a student visa by Immigration Canada, or the student acquires Landed Immigrant Status, or for any other reason, is the sole discretion of The Program.

D. THE PARTIES FURTHER EXPRESSLY AGREED THAT

- The Program will make the final decision on whether a candidate will be accepted into the program. Successful applicants must fulfill the criteria established by the Program.
- Commission will not be paid if the student transfers from another school district in British Columbia to the Central Okanagan, unless agreed upon in writing by the District Principal of International Education.
- The existence of this agreement shall not in any way prevent the Program from engaging in business with any other Consultant or Consultants, person, organization, or company of its choosing. Nor is the Program precluded from acting as its own agent with any other person, organization or company of its choosing; and if such business shall result in students attending the Program, without the involvement of the Consultant, no commission of any kind shall be paid the Program or the Consultant in respect to those students.
- The Consultant shall notify the Program of any additional commissions or payments paid by third parties arising out of the Consultant's activities pursuant to the contract.
- The agreement may be cancelled:
 - i. by either party upon (3) months' notice in writing, or
 - ii. by Central Okanagan International Education, immediately without notices, for cause.
- The term of this Agreement shall be one (1) calendar year from the date of signing below. The Agreement is subject to review upon expiry, and may be renewed for an additional term.

E. CHOICE OF THE LAW AND FORUM

The parties acknowledge that this Agreement is to be construed according to the laws of the Province of British Columbia. If any litigation arises between the Consultant, students and their families, and The Program, it will be conducted in British Columbia, pursuant to the laws of the province of British Columbia.

F. FORCE MAJEURE

Parties hereto will be released from their obligation under this Agreement in the event of national emergency, war, act of God, or any other cause beyond the control of the parties hereto that renders the performance of this agreement impossible provided that any money then due under this Agreement shall become forthwith due and payable.

SIGNED AND AGREED UPON THIS _____ DAY OF _____, 20__.
Day Month Year

**FOR CENTRAL OKANAGAN
INTERNATIONAL EDUCATION:**

FOR THE CONSULTANT:

Director

Consultant



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The following information is required from all new Consultants:

_____		_____
<i>Company Name</i>		<i>Representative's Full Name</i>
_____		_____
<i>Street Address</i>		<i>City / Province</i>
_____	_____	_____
<i>Country</i>	<i>Postal Code</i>	<i>Telephone No.</i>
_____	_____	_____
<i>Fax No.</i>	<i>Cell Phone No.</i>	<i>E-mail Address</i>

How long has your agency been in business? _____

What is your business number? _____

Will you authorize us to complete a credit check? YES NO

How many students did your agency send abroad in the last 12 months? _____

If not an agency, but an individual, your S.I.N. is required: _____-_____-_____

Do you recruit International Students for any other school district: YES NO

If YES, which school district(s): _____

I hereby agree to abide by the "Consultant's Guidelines & Expectations" as provided by Central Okanagan International Education

Signature of Consultant and/or Representative

<i>For International Ed. Office only:</i>	
Agent I.D. number _____	Entered on DB _____
	(Date / Initial)
Copy of Business License if Applicable _____	

Please provide us with three references that we may call or e-mail.

Reference 1

Name: _____
How long have you known this person : _____ years _____ months
What is your relationship to this person: _____
Telephone number: _____
E-mail address: _____
This person permanently resides in: _____

Date called:
By whom:
Comments:

Reference 2

Name: _____
How long have you known this person : _____ years _____ months
What is your relationship to this person: _____
Telephone number: _____
E-mail address: _____
This person permanently resides in: _____

Date called:
By whom:
Comments:

Reference 3

Name: _____
How long have you known this person : _____ years _____ months
What is your relationship to this person: _____
Telephone number: _____
E-mail address: _____
This person permanently resides in: _____

Date called:
By whom:
Comments: