



OXFORD INTERNATIONAL COLLEGE LIMITED SALES AGENT AGREEMENT

For the purposes of this document Oxford International College Limited is hereinafter referred to as 'the College' and the sales Agent working on behalf of Oxford International College Limited is referred to as 'the Agent'.

1. All Agents acting for the college are to be self-employed or incorporated organisations in their own countries and will have full responsibility for paying their own national taxes.
2. Evidence of eligibility for commission on recruitment of a student by an Agent is to be regarded as the Agent's name appearing in the box marked 'Agent's Code/Stamp' on the student's application form. It is therefore vital that the Agent ensures that their details are written/stamped in this box. Only under exceptional circumstances can payment of commission for individual students be made on any other basis.
3. In the case of recruitment of groups of 10 or more students, and when no individual application forms have been completed, evidence of eligibility for commission will be the correspondence establishing the group booking and the Agent's written confirmation of student names.
4. Agents signing this agreement will be remunerated in accordance with the Commission Rates for Agents applicable to the dates on which the courses are to take place. Terms are subject to review annually and normally apply to courses to be run from the July following recruitment of a student.
 - a) Commission rates are based on the value of tuition fees contained within the cost of each course to the student. Currently the rate is 10%. At this rate the commission paid on a typical full-time GCSE or A-level course is in the range £1,900 to £3,000 (GBP) for each year enrolled.
 - b) Commission is payable for all terms that a student pays fees to the College, i.e. commission payments will continue into second and subsequent years if applicable.
 - c) Commission fees are payable on academic tuition fees only, not on chargeable extras such as accommodation, exam fees, laboratory practicals, study skills, etc.
5. Payment of commission to Agents will be made immediately upon the receipt and clearance of the full payment of the student's fees and will be made in any form the Agent prefers, but not in cash.
6. In the event of the student subsequently having to withdraw from a College course for which he or she has fully paid the College will not request reimbursement of the Agent's commission from the Agent.
7. In the event of the student withdrawing from a course before full payment is made to the College (for whatever reason), no commission payment will be made by the College to the Agent.
8. Agents for the College will receive no reimbursement of expenses from the College unless by prior arrangement and under exceptional circumstances.
9. The College undertakes to provide the Agent with copies of current relevant sales literature such as brochures, application forms, posters, "flyers" and other presentational material. These will be in the English language, but consideration will be given to translation into a local language when this represents a potential incentive to increased sales at a justifiable cost. All promotional materials and copyrights to promotional materials remain the property of the College.

10. Presentational hardware such as overhead projectors, display stands, etc. will not normally be supplied by the College unless by prior agreement.
11. Any agreement to act as an Agent for the College may be terminated by either party to the agreement upon one month's notice in writing. The College reserves the right to give no reason for any such termination of the agreement.
12. Agents acting for the College may represent any other product or service provided that this does not bring the name of the College into disrepute.
13. The College reserves the right to appoint any agent or agents it so chooses in any given area or country. Exclusive sales areas will not normally be allocated to any single agent in a given area or country, except under exceptional circumstances and by mutual agreement between the Agent and the College.
14. Agents are expected to make all arrangements required by the student with regard to travel; purchase of personal insurance (unless agreement has been reached for OIC to arrange this insurance for international students); issue of visas (where necessary) and provision of suitable guardians in the UK (where necessary). The College will normally undertake to provide all necessary documentation (such as proof of a student's application and offer of a place) that is required for the issue of visas, but reserves the right not to do so in cases where fees and/or deposits are not paid on time, or otherwise at our discretion.
15. Only English law applies to any legal dispute that may arise between the College and its Agents.
16. The decision to accept or reject a student is entirely at the discretion of the College.

Please sign and return **TWO** copies of this agreement to Oxford International College. One copy will be signed by the College and returned to the agent. This agreement is in effect from the date of receipt of the signed agreement by Oxford International College.

I have read and understand these terms and agree to abide by them.

Signature:

Date:

Name (Capitals):

Company Name:

Address:

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Email:

Signed for and on behalf of Oxford International College Ltd. by:

Name (Capitals):

Signature:

Date: