



AGENT AND EDUCATION AGENCY AGREEMENT VICTORIA BC CANADA – PPIEC Since 1997

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____

Email Address: _____ Web Site: _____

Commission: _____ % of PPIEC's total tuition fees paid at time of registration from agency

Commission: _____ % of PPIEC's total tuition fees paid for extensions made from the agency

Pre-Departure Fees: _____ Charged to client prior to departure

1. We, _____, being the representative for the above named student Placement Company, agree to abide by the following agreement. This agreement outlines the details with regards to recruiting students to attend Pan Pacific International College in Victoria BC Canada.
2. We agree to provide accurate and current information to my clients with regards to promotional material provided to me by Pan Pacific International College Inc.
3. We agree to conduct ourselves in a professional manner providing all the information available to us regarding Pan Pacific International College Inc.
4. We agree not to make any promises that we know cannot be fulfilled by Pan Pacific International College Inc.
5. We agree to inform our clients about the Refund Policy and the Dispute Resolution Policy as set out by the Private Post-Secondary Education Commission under the Private Post-Secondary Act of British Columbia, (see Private Post Secondary Education Commission Of BC Directives and Refund Policies and PCTIA of BC).
6. We agree to keep the best interests of the students in mind when processing all applications to PPIEC.
7. Applications for refunds, please choose one of the following:
 - A. _____ We will process refund applications through our organization and Pan Pacific International College Inc. will refund their portion to us within thirty days.
 - B. _____ We will refund our commission directly to the student and Pan Pacific International college Inc. will refund the student's tuition minus the commission directly to them.

Pan Pacific International English College – Victoria BC (HEAD OFFICE)
3rd Floor - 810 Fort Street, Victoria, British Columbia, Canada V8W 1H8
Phone: (250) 380-9030 Fax: (250) 380-9033 www.victoriaesl.com
Email: info@panpacificcanada.com PPIEC Web Site: www.panpacificcanada.com



PAYMENT

It is agreed by the Parties that all payments shall be cleared in either Canadian Dollars or US Dollars. Payments shall be made by either International Money Order or via Bank Wire Transfer to Pan Pacific International English College's bank account in Victoria. The Agency is responsible for all bank transfer charges. In order to get credit for payment the Agency will notify PPIEC when the money has been sent and send a copy of the wire transfer.

SCHEDULE OF PAYMENTS

Where a letter of acceptance is needed all payments of school fees shall be paid in advance. Homestay fees can be paid upon arrival directly to the family.

LATE PAYMENTS

Pan Pacific International English College shall cancel without notice all bookings and arrangements if the Agency fails to pay the required fees for a booking pursuant to agreed terms.

STUDENT ENTRY AND EXIT

PPIEC assumes no responsibility for the student's entry, exit, or status while traveling to and from or within Canada. All visas, passports and any other travel documentation required by the Canadian, and any other, government, is the responsibility of the student.

RESERVATIONS AND EXCEPTIONS

PPIEC reserves the right to make operational changes in dates, services, locations and prices that may become necessary as a result of circumstances beyond PPIEC's control.

GOVERNING LAW

This Agreement shall be governed by the laws of the Province of British Columbia, Canada, and shall be deemed to have been made in Canada.

CANCELLATIONS AND REFUND POLICY

The Pan Pacific International College ESL refund policy is in accordance with the PCTIA. To receive a refund of any portion of tuition fees you must give PPIC or its member schools written notice that you intend to withdraw for the program in which you have enrolled. If a Student Authorization is denied, PPIEC will retain the lesser of 25% of the total refundable fee due or \$200.00. If you are eligible for a refund you will receive the refund within 30 days of your written notice. TESL Programs have a different refund policy please see that on the TESL guide.

If you cancel in writing before your program starts PPIC will retain the following fees:

Less than 7 days after the contract is signed	The lesser of 25% of the total refundable fees due or \$400.00
30 days or more	25% of the total refundable fees due
Less than 30 days	40% of total refundable fees due

If you cancel in writing or are dismissed from PPIC after your program starts, PPIC will retain the following fees:

Less than 10% of the program completed	50% of total refundable fees due
10% - 30% of program completed	70% of total refundable fees due
More than 30% of program completed	No Refund 0%

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