



Premium Education Consultancy

REPRESENTATION AGREEMENT

with

_____ LTD

PURPOSE

This agreement is for the purpose of collaboration between

Premium Education Consultancy Ltd, of Longcroft Centre, 2-8 Victoria Avenue, London EC2M 4NS, trading as P. E. Consultancy (hereafter referred to as PEC), UK Company Registration No. 7092225, tel. 0203 206 1211 / 1212 and

_____ Ltd (hereafter referred to as _____), address _____, UK Company Registration No. _____ Tel.: _____

to recruit students currently studying in the UK, primarily from China but also from any other non-EU1 countries, to continue to further study in UK universities, colleges, schools and/or English language schools in the UK. Recruitment of students currently resident in Turkey is also included in this agreement.

BACKGROUND

PEC has over 6 years experience in recruiting overseas students to UK universities. _____ Ltd has access to a large pool of students but does not currently have contracts of representation with enough prestigious UK universities.

PROPOSITION

PEC agrees to process applications from students liaising with _____ Ltd. Cooperation between PEC and _____ will enable both companies to earn commission on these students.

TERMS AND CONDITIONS

It is hereby agreed by the signatories to this agreement that _____ is appointed as a Sub-agent of PEC for the recruitment of registered students to courses offered in the UK at client institutions under the following terms and conditions:

Premium Education Consultancy Ltd

Longcroft House Centre, 2-8 Victoria Avenue, London EC2M 4NS Tel: 0203 206 1211 Fax: 0203 206 1101

Website: www.peinternational.co.uk Email: enquiry@peinternational.co.uk

General Terms

1. This Agreement is for a period of 24 months commencing on _____ and terminating on _____. This agreement may be renewed after this date subject to confirmation from both parties.
2. _____ is allowed to refer any application from non-EU students to PEC for processing at a client institution.
3. Commission received from the UK universities will be shared between PEC and _____. The percentage split is outlined in points 24 and 25.

Client Representation and Advertising

4. _____ is not allowed to promote through advertisements or websites its affiliation with PEC or with any of PEC client institutions. This will be reviewed after October 2010.
5. _____'s offices overseas are not allowed to advertise their affiliation with PEC or with any of PEC client institutions. Approval must be gained for any advertisement promoting named courses / pathways provided by client institutions.
6. PEC will confirm to any student or other body that contacts its head office that they have an agreement with PEC Application Procedures and Management
7. All undergraduate (online UCAS) applications must be linked to PEC by use of the buzzword and must be monitored and approved by PEC before submission to UCAS.
8. All postgraduate applications must be submitted to PEC for checking and for onward transmission to the client institution. _____ should not send applications directly to client institutions unless they have a direct agreement with that institution.
9. All application forms will be stamped or electronically marked with the correspondence address of Premium Education Consultancy, 2-8 Victoria Avenue, London, EC2M 4NS, UK
10. Applications submitted to PEC will not carry any stamp of _____. On receipt of the application PEC will email acknowledgement to _____ and will confirm if and when the application is being forwarded to the client institution for consideration. Decisions received on applications from _____ will be communicated through email, fax or telephone.
11. A spreadsheet detailing all applications received from _____ will be emailed at least once per week to _____'s named contact.
12. All application forms must be fully completed by the student, bearing the student's signature, and be supported by certified copies and notarised translations of the appropriate academic documents.

PEC reserves the right to refuse to process an application if it feels that the application:

- is incomplete
- contains suspected fraudulent documents
- has not been completed by the student themselves
- does not meet the minimum entry requirements to the course

13. _____ must not at any time contact the client institution directly to discuss an application. To do so would be deemed as a breach of this agreement. Any breaches of this agreement could lead to immediate termination of the agreement.

14. It will be _____'s responsibility to ensure that students are aware that deposits paid to client institutions may be non-refundable should the student decide not to enroll at that institution.

Financial

15. No application fee will be charged by PEC to non-EU students applying through _____ via PEC to institutions represented by PEC.

16. _____ should advise PEC of any application or other fee charged to its students if the application is being processed via PEC. PEC will inform _____ of any fees charged to students for immigration advice or for processing of work permits.

17. Any courier costs to overseas destinations will have to be reimbursed by _____ to PEC.

18. _____ will be entitled to a percentage of the first year's tuition fee as paid by the student. The amount of tuition fee is calculated less any scholarship or early payment discounts. Payment is only made for the first year of study and no payment is made for subsequent years.

19. Commission will be paid as soon as payment has been received from the university/college/school. _____ will be required to submit a correct commission invoice to PEC providing details of how to make the payment.

20. VAT of 15% will be deducted from the commission invoice before calculating the percentage due to _____.

21. No commission will be due if the student does not register for the course unless a commission is received on any "non refundable deposit" which is not returned to the student.

22. Should a student withdraw from a course before completion and/or without having paid the full tuition fee, the commission due to _____ will be the agreed percentage of the actual fee paid by the student as confirmed by the university/college/school.

23. Should any overpayment of commission be made to _____ by PEC then the company reserves the right to adjust future payments.

Commission Percentages

24. The commission split between PEC and _____ will be ____:____. In other words, _____ will earn _____% of the commission received from the university (after deduction of VAT) in recognition of the work undertaken to recruit the student. The greater percentage of 70 percent will be retained by PEC in recognition of the existing value of the contracts and relationships already in place with UK universities plus the additional resources required to progress the application from the enquiry stage through to enrolment.

25. Should _____ successfully meet the targets below and provided a conversion rate of 2:1 (i.e two students applying through PEC to one enrolled and commissionable student) is maintained, PEC is prepared to renegotiate the above commission percentage split:

February 2010 intake: 10-20 commissionable students via PEC

September 2010 intake: 20-30 commissionable students via PEC

February 2011 intake: 20-30 commissionable students via PEC

September 2011 intake: 40-50 commissionable students via PEC

Service Charges

26. PEC will not charge any fee of consultancy service for any application to our cooperative universities in UK.

27. The partner is required to pay a deposit of £400 to ensure each application of registration fee for students. This deposit will be refunded in full amount after the completion of each application for the registration fee in first year.

28. Full amount deposit will be refunded under the circumstance of successful application.

30. PEC will charge service fee on condition that any application for our non-cooperative universities/colleges (The rate of charge ranges from £400 to £800).

Termination

26. This Agreement may be terminated by either PEC or _____subject to one month's notice in writing.

The undersigned hereby agree to all the above conditions.

Premium Education Consultancy Ltd

Name:

Title:

Signature: _____

Date:

_____ Ltd

Name:

Title:

Signature: _____

Date:

Premium Education Consultancy Ltd

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