



EASTERN CHRISTIAN SCHOOL

Agency Service Agreement

EASTERN CHRISTIAN SCHOOL is a college preparatory school located at 50 Oakwood Avenue, North Haledon, New Jersey. EASTERN CHRISTIAN SCHOOL is certified to accept F-1 Visa students in Grades Kindergarten through Grade 12. AGENT is an agency serving and managing international students searching for independent high schools in the United States.

EASTERN CHRISTIAN SCHOOL seeks to partner with AGENT for recruitment and placement services of qualified applicants to its school. All EASTERN CHRISTIAN SCHOOL admissions employees are bound by this contract when working with AGENT consultants and clients. AGENT seeks to provide EASTERN CHRISTIAN SCHOOL with qualified applicants from its network of constituents and clients. All individual consultants within AGENT are bound by this contract when representing EASTERN CHRISTIAN SCHOOL to constituents and/or clients.

STIPULATIONS:

1. **TERM:** This agreement commences when it is signed by both EASTERN CHRISTIAN SCHOOL AND AGENT for students who are entering and/or re-enrolling at Eastern Christian School for the Fall 2019-2020 school year and terminates on July 31, 2020. This agreement may be extended or renewed via mutual agreement and signature by both parties at least 30 days prior to the end of the agreement.
2. **EXCLUSIVITY:** This agreement is a non-exclusive agreement. EASTERN CHRISTIAN SCHOOL may appoint other agents to perform the services.
3. **COMMISSION & PAY:**
 - a. For each student brought to EASTERN CHRISTIAN SCHOOL through the direct correspondence and referral of AGENT, EASTERN CHRISTIAN SCHOOL will pay AGENT a **one-time fee of 15% of the first year's tuition**, excluding cost of room and board and fees, paid to EASTERN CHRISTIAN SCHOOL.
 - b. If an agent has multiple students attending EASTERN CHRISTIAN SCHOOL, the following fee structure is in place: (Note: It is possible for an agent to receive the first-year referral fee plus the multiple student fee in a given year if they have 4 or more students in the school and the net tuition totals \$100,000 or more.)
 - For annual net tuition of \$100,000 \$ 5,000
 - For annual net tuition of \$150,000 \$ 9,000
 - For annual net tuition of \$200,000 \$15,000
 - c. Payment will be issued upon enrollment and payment of **full tuition for the year** to EASTERN CHRISTIAN SCHOOL.
 - d. AGENT must submit an invoice to EASTERN CHRISTIAN SCHOOL before payment will be issued.
 - e. If, for any reason, in a given year, the tuition is refunded from AGENT'S student, AGENT agrees to refund all commissions paid to that point regarding that student to EASTERN CHRISTIAN SCHOOL.
4. **FINANCIAL TRANSPARENCY:** If asked, AGENT must disclose actual EASTERN CHRISTIAN SCHOOL tuition to the prospective student's family. If asked, AGENT must disclose to EASTERN CHRISTIAN SCHOOL the amount of money in U.S. dollars that they charge the prospective student for their management and placement services.
5. **AGENT RESPONSIBILITIES:** AGENT must provide the following information and documents to EASTERN CHRISTIAN SCHOOL:
 - a. Completed application
 - b. Financial guarantee and bank statement, which shows the family's ability to cover the cost of an EASTERN CHRISTIAN SCHOOL education

- c. Transcripts of grades – Fully translated transcripts from the past 3 years of study are required for admission to EASTERN CHRISTIAN SCHOOL
- d. English proficiency test results – EASTERN CHRISTIAN SCHOOL accepts the TOEFL, iTEP/SLATE and SSAT
- e. Completed School Forms – New Student Physical Form, including immunization record, Medical Authorization Form, Off-Campus Field Trip Form and Emergency Medical Form
- f. Copy of the student’s passport and visa

6. EXPENSES & MATERIALS:

- a. AGENT is responsible for all recruiting expenses, including, but not limited to, travel, advertising, mailings, communication, etc.
- b. EASTERN CHRISTIAN SCHOOL will provide AGENT with necessary promotional materials for use in recruitment.

7. PROFESSIONALISM & REPRESENTATION: The responsibilities of AGENT expected at all times as a representative of EASTERN CHRISTIAN SCHOOL include the following:

- a. AGENT will represent EASTERN CHRISTIAN SCHOOL in an ethical and professional manner at all times. Should AGENT misrepresent EASTERN CHRISTIAN SCHOOL, the contract will be null and void. Misrepresentation includes, but is not limited to, derogatory slander towards EASTERN CHRISTIAN SCHOOL, misleading students of EASTERN CHRISTIAN SCHOOL facts (tuition, demographics, etc.), purposeful directing away from EASTERN CHRISTIAN SCHOOL.
- b. Respond to inquiries in a timely fashion.
- c. Respond to inquiries from EASTERN CHRISTIAN regarding student updates, testing and all application facets in a timely fashion.
- d. Helping students with the application process and collecting all fees for payment to EASTERN CHRISTIAN SCHOOL. This also applies for re-enrollment to the school.
- e. Assist student with travel arrangements.
- f. Act as a liaison for EASTERN CHRISTIAN SCHOOL with the family if any needs or concerns for the student arise during the school year.
- g. Act as a contact between the family and EASTERN CHRISTIAN SCHOOL during the student’s time at EASTERN CHRISTIAN SCHOOL.

8. TERMINATION: Either party, EASTERN CHRISTIAN SCHOOL or AGENT, may terminate this agreement with a written notice 15 days prior to termination date set forth by terminating party.

9. AUTHORIZATION: Once signed by both parties, this agreement is in effect as stated until extended or renegotiated by both parties, or terminated.

If both parties agree to the stipulations set forth, both shall sign below to execute this agreement:

AGENT: _____

SIGNATURE of AGENT REPRESENTATIVE: _____ **Date:** _____

EASTERN CHRISTIAN SCHOOL: _____ **Date:** _____