



BYRON BAY  
E N G L I S H  
L A N G U A G E  
S C H O O L



## **REPRESENTATION AGREEMENT**

Between

**The Byron Bay English Language School (BBELS)**

And

**World Agent**

### **1. Agreement**

1.1 This is an agreement for World Agent to act as a representative of the Byron Bay English Language School (BBELS). The agreement becomes effective from 21<sup>st</sup> August ---- and ceases upon mutual agreement between the two parties.

### **2. As a representative of the BBELS , World Agent:**

2.1 is authorized to recruit, counsel and enrol students on behalf of BBELS and to accept fees from students on behalf of BBELS.

2.2 undertakes to promote BBELS as a desirable study destination for students, and to distribute BBELS related literature to prospective students.

2.3 will provide whatever assistance is needed by students in connection with obtaining a suitable visa for study in Australia

2.4 will advertise and charge fees as per current BBELS course and fee information and will not discount fees in any way.

2.5 will contact sub-agencies in other countries as required and give them an authority to act as representatives on behalf of BBELS.

### **3. Payment Terms**

3.1 WORLD AGENT undertakes to transfer to BBELS all fees payable for students enrolled to our bank account **prior** to the commencement of their studies at BBELS, subject to section 4.2 of this agreement.

### **4. In return for these services, BBELS will:**

4.1 supply adequate numbers of brochures, price lists, enrolment forms, and other promotional materials for use by WORLD AGENT.

4.2 pay to WORLD AGENT a **commission of 20 %** (+10% GST if applicable) of tuition fees only for each enrolment. This amount may be deducted prior to the transfer of fees for **tourist and working holiday visa holders only**. For student visa holders, BBELS will pay the amount by bank transfer once the students starts their course subject to the terms of the TPS, commencing July 2012.

4.3 not pay any commissions on accommodation or activity fees collected by WORLD AGENT.

4.4 provide tuition, accommodation and travel services to students in accordance with their enrolment requests.

4.5 monitor the academic progress of students and provide educational counselling and assistance at no extra charge.

## 5. Enrolment Procedures

5.1 With each enrolment, WORLD AGENT will fax, e-mail or mail a completed enrolment form and proof of the enrolment fee.

5.2 BBELS will return a Confirmation of Enrolment, a gross invoice for the student and a net invoice for WORLD AGENT

5.3 WORLD AGENT agrees to forward payment of all gross fees to our assigned bank account at least one (1) week before a student arrives in Byron Bay, subject to clause 4.2 above.

## 6. Cancellations and Transfers

6.1 In all instances, WORLD AGENT will inform students of BBELS cancellation and refund policy, as stated on the course fees and information leaflet.

6.2 All refunds and cancellations will be made through the office of WORLD AGENT

## 7. Termination

7.1 The duration of this agreement is from 21<sup>st</sup> August ---- and ceases upon mutual agreement between the two parties.

7.2 If a party of this agreement is considered by the other party of this agreement to be in fault of its obligations as set out above, the Agreement may be terminated by giving the other party 4 weeks written notice of intention to terminate.

**Dated: --/--/--**

### Byron Bay English Language School

5/1 Carlyle St.,  
Byron Bay, NSW 2481,  
Australia

### World Agent Pty Ltd

Big St,  
Sydney NSW 2000  
Australia

Signed:

Signed: \_\_\_\_\_

Name: Michael O'Grady  
Position: Director

Name:  
Position: