



Agent Agreement

BETWEEN

Rheinisches Studienkolleg • Bonn & Berlin
Adenauerallee 92, 53113 Bonn, Germany

AND

(hereafter referred to as the recruiter)

agree to cooperate for the purpose of international student recruitment to all facilities of Rheinisches Studienkolleg • Bonn & Berlin.

Such cooperation is subject to the following conditions:

1. Rheinisches Studienkolleg • Bonn & Berlin hereby appoints the recruiter as non-exclusive representative in _____ and hereby grants the recruiter the right to advise and enroll prospective students from this region into Rheinisches Studienkolleg • Bonn & Berlin's programmes. Both sides acknowledge that each party is an independent contractor and is not an employee of the other party for any purpose whatsoever.

Commission for the education provider's programmes

2. Rheinisches Studienkolleg • Bonn & Berlin pays a 10% commission on tuition fees paid by a referred student for any course at Rheinisches Studienkolleg.

A referred student counts as such, if the student decided to book Rheinisches Studienkolleg's programmes through a lead of the recruiter. Further the referred student must arrive in Germany and start his/her course.

There is no commission on other services such as

- university admission service
- pre-departure training
- accommodation placement service
- cancellation fees
- application fees
- accommodation costs

Terms of commission payments

The recruiter agrees to pay all fees for registered students, minus commission, to Rheinisches Studienkolleg • Bonn & Berlin before the invitation documents are sent to the recruiter. Should the student execute the payment instead of the recruiter, Rheinisches Studienkolleg • Bonn & Berlin shall transfer the commission amount to the recruiter not later than one month after the student's fees have been paid and a commission claim form has been duly filled and signed. No payment will be made for students who cancel their booking at any time.

Obligations

3. The recruiter will present potential students with accurate and complete information about Rheinisches Studienkolleg • Bonn & Berlin based on the information from the website www.studienkolleg-bonn.de and www.berlin-studienkolleg.de

The recruiter will also give accurate and complete information about the German education system and requirements of applying for German student visa.

4. The recruiter will provide each referred student with an invoice listing costs which clearly itemises each fee to be paid. Rheinisches Studienkolleg • Bonn & Berlin will be provided with a copy of this invoice. No additional costs may be charged in the name of Rheinisches Studienkolleg.

In order to complete a booking the latest .pdf booking form must be duly filled by the student and signed by both student and the recruiter alike. Minors' booking forms must additionally be signed by both parents.

5. Active communications between Rheinisches Studienkolleg • Bonn & Berlin and the recruiter shall be maintained and Rheinisches Studienkolleg • Bonn & Berlin will be provided with all required information on students (based on availability and requirement).

6. Rheinisches Studienkolleg • Bonn & Berlin will not pay advertising or promotion costs.

7. Furthermore, the recruiter is required to only recruit students for the course start dates published on the following website, as well as making use of the following price list when consulting any student: www.studienkolleg-bonn.de and www.berlin-studienkolleg.de

Rheinisches Studienkolleg may frequently change the pricing of courses and/or services.

8. Cancellation is only possible as result of a declined German student visa application and only if the pre-departure training has been both booked and conducted. Rheinisches Studienkolleg charges a cancellation fee of 500€. A written statement from the German embassy is required. Rheinisches Studienkolleg cancellation form must be duly filled and signed. Should the visa be cancelled by the foreigners authority within Germany the remaining refund is calculated based on the remaining months of the course, while 550 € are deducted for each consecutive month of course with part of a month being considered as entire month. Changes of a student's arrival date and course start are only possible as result of delayed visa processing. Above mentioned cancellation will only result in a refund of tuition fees. There is no refund of service-fees such as

- university admission service
- pre-departure training
- accommodation placement service
- application fees

9. This contract is legally binding in accordance with the laws of Germany, Bonn and will be in effect until cancelled by either party with a six months' notice prior to the actual date of cancellation.

For Rheinisches Studienkolleg: _____ Date: _____

For the recruiter: _____ Date: _____

Bank Information

Data of Rheinisches Studienkolleg:

Account holder: Rheinisches Studienkolleg	Bank address:
Bank name: Deutsche Bank IBAN: DE13380700240046686200 SWIFT/BIC: DEUTDEB380	Deutsche Bank Investment & FinanzCenter Bonn Kaiserplatz 7-9 53113 Bonn

Recruiter's data:

Beneficiary Bank: IBAN: SWIFT/BIC: Beneficiary Customer:	
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