



ACE ACUMEN ACADEMY

# Ace Acumen Academy

## English as a Second Language Program

102 – 1440 Don Mills Rd, Toronto, ON Canada M3B3M1 Telephone: (416) 756-7227 Fax: (416) 756-2732 [www.aceacumen.ca](http://www.aceacumen.ca)

### Recruiting Agent Profile

#### Applicant Information:

Name of Official Representative:	
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	
Company Name:	
Job Title:	
Company Address:	
City:	Province:
Country:	Post Code:
Telephone:	Facsimile number:
Email:	

#### General Information:

In which city and country is your agency based?	
From which country or countries do you recruit students?	
How many applications did you successfully process from your agency in the last year?	
How long has your agency operate?	
Do you have any linkages with the local Canadian Embassy or visa office?	
Comments/Suggestion (attach, if necessary):	

#### The following documents are required, please attach:

- ❖ A list of services your agency offers to individuals interested in studying abroad;
- ❖ A copy of your promotional material;
- ❖ A list of the other Canadian post-secondary institution which make use of your services;
- ❖ At least three (3) reference letters from existing client institutions (must include contact name and phone number).

#### Signature:

Official Representative:	Date:



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## International Recruitment Agent Responsibilities and Requirements

### A. Admission and Application:

- 1) It is the Recruitment Agent's responsibility to ensure that students they are representing only submit transcripts and admission documents in an original form or those that have been notarized by an authorized notary public.
- 2) Any employee of \_\_\_\_\_ acting on behalf of the Recruitment Agent will also adhere to #1 as stated above. Failure to do so or the forwarding of fraudulent documents to Acumen for admission purposes will result in the immediate cancellation of this Agreement.
- 3) The Recruitment Agent will meet with the student to ensure that all students recruited to Acumen meet Acumen's admission requirements, as set out in the admissions documentation and policies provided to the Recruitment Agent by Acumen and explain that final admission decisions are made by Acumen. The Recruitment Agent shall not represent that it has decision-making authorization in this respect.
- 4) The Recruitment Agent will ensure that all students recruited to Acumen meet the visa requirements of the Canadian Embassy in their Territory.
- 5) The Recruitment Agent will ensure that all students who are granted visas to study in Canada have been properly admitted to Acumen and are aware of departure information to meet semester registration deadlines.
- 6) The Recruitment Agent will collect and remit to Acumen all original application materials, admission and tuition fees for the first year of studies for each student recruited to Acumen prior to any deadlines for submission of such applications and fees to Acumen, provided that all the foregoing documentation shall be provided either in English or, where the documentation is not available in English, in official and certified translated form. The Recruitment Agent shall advise students that the foregoing fees are non-refundable.
- 7) The application packages should be fully completed with agent's identification plus the signature of the applicant student on each document.
- 8) Once we have received an application from either an agent or a student, the application package will be reference checked, and the application that was completed with all relevant documents and correct information, will be processed first. No commission will be granted to any outside agents when applications are submitted and processed with a non-agent information indicated on the application form. Should the student receive an Offer Letter from the College and fail to pay tuition fee by overseas deadline, the offer letter will be revoked. An Offer Letter will also be revoked in the situation where a student transfers to another college without an acknowledgement of the previous agent.
- 9) The application packages should be completed with the current student information including the student's address, email account information, and phone number. The Recruitment Agent will be responsible for providing the accurate information on the application form. The student's personal information will be verified, and in case any student's personal information is found to be incorrect on the application package, that package will not be counted and processed.



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### B. Marketing

- 1) The Recruitment Agent shall comply with all reasonable directions and requests of Acumen.
- 2) The Recruitment Agent shall be required to provide any space, facilities, equipment and/or materials at the Recruitment Agent's sole expense. Any exceptions must be noted by Acumen.
- 3) The Recruitment Agent will report to Acumen, on a semester basis, as to the promotional activities of the Recruitment Agent and its success in recruiting students to Acumen.
- 4) The Recruitment Agent will report to Acumen from time to time, at Acumen's request, on relevant marketing and student recruitment intelligence.

### C. Commission

- 1) Acumen shall pay the Recruitment Agent for the Services provided to the reasonable satisfaction of Acumen according to the terms and conditions set out in sections 1, 3 and 4 of the Recruitment Agent Agreement.
- 2) The Recruitment Agent shall provide satisfactory invoices and original supporting documentation to Acumen as set out in sections 2 and 4 of the Recruitment Agent Agreement.

### D. Responsibilities

- 1) The Recruitment Agent is solely responsible for making any arrangements and for paying any and all expenses incurred in connection with providing the Services (including telephone, office supplies, document copying, facsimile transmission and postage).
- 2) Acumen is committed to conducting all of its business in an honest, ethical, and professional manner that supports the protection of confidential information. Therefore, Acumen firmly expects all recruitment agents to engage in ethical business practice which precludes any bribery or corrupted behaviour towards any of Acumen's staff members. Any breach of this anti-bribery and anti-corruption expectation can result in action taken by Acumen leading up to and including the termination of this agent Agreement.

E. International Recruitment Agent: \_\_\_\_\_

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Signature

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Date