

<b>International Student Program: Agents of Fee-Paying Students</b>	
<b>Adopted:</b> January 15, 2018	<b>Last Reviewed/Revised:</b> June 3, 2024
<b>Next Scheduled Review:</b> 2026-2027	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-11 International Student Admission Requirements (Fee-Paying Students);</a> <a href="#">VI-17 International Student Admission Requirements (Non-Resident)</a>	

## Purpose

To provide a standard procedure for the processing and management of Agents/Agencies for the International Student Program (ISP) at the Halton Catholic District School Board (HCDSB), under the auspices of Planning Services, School Services and Business Services.

## Application and Scope

This procedure applies to all Agents/Agencies seeking pre-approval and ongoing approval to:

- Submit International Student Application packages on behalf of students to the HCDSB's International Student Program;
- Publicize and promote the HCDSB and its International Student Program in the Agent/Agency's respective country;
- To facilitate the screening of Agents/Agencies, HCDSB will remain a member of the Canadian Association of Public Schools – International (CAPSI) and may attend International Recruitment Events to meet with pre-approved, qualified Agents;
- Receive payment of commission for successfully referring International Students.

## References

### [Education Act](#)

- Subsection 49(6) of the Education Act (Fee-Paying Students)

### [HCDSB International Student Program](#)

## Definitions

**Fee-Paying Students:** Subsection 49(6) of the Education Act defines ‘Fee-Paying Students’ as students who are temporary residents within the meaning of the *Immigration and Refugee Protection Act* (Canada) (e.g., on visitor visas) or persons who are in possession of study permits. In these situations, school boards must charge the student applicable tuition fees.

**Agents:** Refers to an organization and or individual offering services for a fee to families to facilitate the admissions process for International Students to register and attend an elementary or secondary school program at HCDSB.

**Commission Payments and Rates:** Refers to a pre-established contractual rate paid to the Agent once an International Student is successfully admitted to an elementary or secondary school of the HCDSB. The rate is representative of a percentage of the tuition fee charged by the HCDSB, based on the number of years the International Student in question has been attending the program.

## Requirements

### Application Process

All Agents that wish to act on behalf of the HCDSB for the purpose of Fee-Paying Student recruitment must submit the below listed application materials to the International Student Program Staff of the Planning Services Department. **Incomplete applications will not be processed.**

- 1. Application Form** All Agents/Agencies must complete an Agency Application form. This form can be found online via <https://isp.hcdsb.org>.
- 2. Application Form Submission** The Application form may be submitted via email to the International Student Program.
- 3. Approval** Completed Agency Application forms are forwarded to the Superintendent of Education, responsible for the International Student Program, for final approval.  
  
Approved Agents/Agencies are provided with access to a password-protected section on the [International Student Program website](#) that will provide approved Agents/Agencies with electronic marketing materials and related documents to assist them in publicizing and promoting the HCDSB and its' International Student Program.

### Contract and Commission Rate Determination

Once an Agent is accepted, they are required to submit the following documents to the ISP Staff to finalize their contract. Contracts may be re-negotiated if deemed necessary after the first year of the contract has elapsed.

- 1. Preliminary Contract** After an Agent/Agency is approved, a preliminary contract is prepared by the ISP Staff and reviewed by the Superintendent of Education, responsible for the ISP.
- 2. Contract Approval** The preliminary contract is forwarded to the Superintendent of Education for final approval and records kept in Planning Services.
- 3. Contract Negotiations** In certain circumstances, negotiations may occur on an individual basis by the Superintendent of Education, responsible for the ISP. Negotiated commission rates are situational and may vary.
- 4. Contract Renewal** Contracts will be reviewed and automatically renewed (or terminated) after one (1) year at the discretion of ISP Staff and the Superintendent of Education, responsible for the ISP.
- 5. Contract Termination** Contracts can be terminated at any time by the Superintendent of Education, responsible for the ISP if there are any concerns related to an Agent/Agency, or the same is not performing to the agreed upon conditions.

### **Commission Rates For Agents/Agencies**

The HCDSB has the discretion of providing approved Agents/Agencies with a commission payment for all Fee-Paying Students that were successfully admitted to school. The following outlines the standard Commission Rate:

- 1. Standard Rate:** Agents/Agencies will receive a commission rate of:
  - A) 15% tuition rate of students attending their first year
  - B) 10% tuition rate for students attending their second year
  - C) 5% tuition rate for students attending subsequent years thereafter

### **Commission Payment Process**

Agents/Agencies do not receive payment of commission from the HCDSB until the international student they have referred has been successfully registered at their respective school as part of the ISP.

If an international student does not successfully complete the registration process, and does not attend school, the respective Agent/Agency will not receive payment of commission. There are no exceptions.



**1. Intake and Payments**

Agents/Agencies will receive their agreed upon commission payment for International Students who were successfully admitted to school for the duration of their studies in the current school year's tuition commission rate.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*