

Working Agreement between
NAME OF PROGRAM
LOCATION, USA
and
NAME OF PROGRAM REPRESENTATIVE
Individual Agent's Name, Country

The above named Intensive English Language Program in LOCATION, in the United States, and the above named agent in Country, enter into the following working relationship in order to provide opportunities for language and cultural exchanges.

Foundation Documents:

PROGRAM Mission Statement:
(cut and paste in its entirety)

American Association of Intensive English Programs:
Standards of Marketing and Recruiting (attach to this document)

In any Working Agreement between PROGRAM and the REPRESENTATIVE, both parties acknowledge that the above PROGRAM Mission Statement and the attached professional standards are the foundation for the present and future relationship. By signing this agreement each representative acknowledges this foundation and agrees to act ethically, always keeping the student's best interest paramount.

Responsibilities of the PROGRAM:

- PROGRAM agrees to fulfill its Mission Statement in relation to each student whom REPRESENTATIVE sends to PROGRAM.
- PROGRAM agrees to provide quality language training in an efficient, well organized, academic setting and in a safe, comfortable, and modestly inexpensive part of the United States.
- PROGRAM agrees to provide its representative with a full range of advertising and promotional materials about PROGRAM and its host cities' LOCATION.
- PROGRAM agrees to provide a commission of \$X of the first-term tuition. This commission is payable in a way helpful and appropriate to the representative. If the agency collects and transfers tuition and fees for multiple terms, the agency may multiply and retain the above commission by the number of terms for which fees are transferred. A gross and net invoice will be provided.
- PROGRAM agrees to provide support services for each student who needs airport pick-up, help in locating accommodations, and day-to-day living, as well as in obtaining admission to the next level of academic study.
- PROGRAM agrees to provide a report of the student's academic and social progress at the end of each academic term as appropriate, or as requested.

Responsibilities of the REPRESENTATIVE:

- REPRESENTATIVE agrees to study the PROGRAM Mission Statement so that REPRESENTATIVE understands PROGRAM's commitment to each student.
- REPRESENTATIVE agrees to abide by the standards of ethical conduct as they relate to an authorized PROGRAM sponsor.

- REPRESENTATIVE agrees to study the PROGRAM materials in order to provide each prospective student with a clear description of the PROGRAM, expenses, and accommodations in LOCATION. It will be helpful if in due course each person who represents PROGRAM can visit LOCATION and observe the PROGRAM in progress.
- REPRESENTATIVE agrees to distinguish clearly between any charges to the student for services rendered in admission to PROGRAM and document processing by the REPRESENTATIVE, and those expenses published by PROGRAM for tuition, fees, and accommodations which the student will pay to PROGRAM in advance by wire transfer or will pay upon arrival.
- REPRESENTATIVE agrees to help the student in document processing, transfer of funds, and visa application to the United States Embassy, as well as travel arrangements to the United States.
- REPRESENTATIVE agrees to inform PROGRAM of the student's arrival plans in the United States, so that proper meeting of students can take place.
- REPRESENTATIVE agrees to receive, if desired, reports on the academic and social progress of its students and agrees to support any appropriate and necessary disciplinary actions, and if appropriate, communicate this information to the family or in-country sponsor.

In Conclusion:

These principles of a working agreement are acceptable to the representative of each of the above parties, as indicated by their signatures and their dating of the agreement. This agreement may be discontinued by either party upon written notice, effective upon completion of responsibilities to any current student(s).

PROGRAM

Name: _____

Title: _____

Organization: _____

Date: _____

Location: _____

REPRESENTATIVE

Name: _____

Title: _____

Organization: _____

Date: _____

Location: _____