

Agent's Terms and Agreement

The conditions on which Windermere School and Windermere International Summer School agree to work with agents are set out below. These are non-negotiable and are the only terms by which the School will agree to work with Agents.

An agent will be entitled to commission at the rates specified below based on the fees agreed at the start of the academic year provided that:

- The agent is the effective cause of the potential student's introduction to the School and is named as such on the application form. Siblings who enter the School at a later date will not automatically receive a commission payment unless directly introduced and supported by the said Agent.
- The potential student or parents had not contacted the School prior to the agent first notifying the School of the student's interest.
- For recruitment of full boarding students 15% of the first years' school fees will be payable, followed by 5% in the second year. Commission will only become payable on receipt of the School fees. Should the same student continue into Year 12, a further 10% will be paid for Year 12, and then 5% will be paid on completion of Year 13.
- For the recruitment of boarding students into Short Stay or the Immersion programme, 20% of the fees will be payable.
- For the recruitment of students to the International Summer School, 20% of the fees will be payable and this is paid after the student has completed the course.
- All commission is paid on the fees net of any VAT and will be paid when the fees are received by the school.
- The School will not enter into any exclusive agreement with an agent in one particular country and the School will therefore be free to use other agents working in the same country.
- The Agent shall represent the school towards parents fairly and accurately. The Agent shall interview potential applicants and their parents and report the results.
- The Agents shall provide ongoing support for the student and their parents during the application process.
- The Agent must submit an invoice each term for the due commission, which is only payable on receipt of the fees.
- This contract is subject to the receipt of satisfactory references from other educational establishments.
- Should the same enquiry be received from another source, commission will only be paid to

Headmaster: Tom Hill



**WINDERMERE
SCHOOL**

FOUNDED 1863

the agent named on the Information sheet/Application form/Registration form.

Agency Name and Address:

Telephone
Number:

E-Mail
Address:

Signed on behalf of Agency:

Signature:

Print Name:

Date:

Signed on behalf of School:

Signature:

Print Name:

Date:

Headmaster: Tom Hill

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Windermere School, Patterdale Road, Windermere, The Lake District, LA23 1NW

