

BECOMING A PARTNER/AGENT

NEW AGENTS

AGENCY PARTNER QUESTIONNAIRE

Complete the Questionnaire

Send documents to Lei:

1. Agency Partner Questionnaire including two references
2. Tax form W-8 (foreign) or W-9 (US)
3. Copy of business license

Lei will be in contact after review

AGENT CONTRACT

Continue recruiting students while waiting for the official agreement

Agent signs the agreement, then BC signs the agreement

*The student must have listed the agent as their referral on the online application

RECEIVING REFERRAL FEE

Agent is responsible for sending the invoice to the Admin Assistant each quarter

Processing will begin after the 20th day of the quarter

Please allow 2-3 weeks for payment

EXISTING AGENTS

CONTRACT DURATION

Agreement lasts for 2 years

There is an option to renew the agreement, but it must be done before it expires

CONTRACT RENEWAL

Takes place when the agent has referred at least 1 student each academic year

If agent has an expired agreement and has not enrolled students at BC in 2 years, then the agent is required to resubmit the Agency Partner Questionnaire

Questions?

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