



ADMISSIONS AGENT PARTNER AGREEMENT

This Agreement is made between **Metropolitan Prep Academy Inc.** (hereafter referred to as "MPA") and the **Admissions Agent Partner** (hereafter referred to as "Agent"). By signing this Agreement, the Agent accepts the following conditions for the recruitment and referral of students to MPA.

1. Responsibilities of the Agent

The Agent agrees to:

- Recruit students for MPA in accordance with the School's admission policies.
- Follow all admission requirements and procedures as set forth by MPA.
- Provide accurate information to prospective students and their families about MPA's programs, fees, and admission process.

2. Term and Termination

- This Agreement commences on the date of signing and remains valid until terminated by either party.
- Either party may terminate the Agreement with 30 days' written notice for any reason.
- MPA reserves the right to terminate this Agreement if there is evidence of professional misconduct or failure to comply with MPA's guidelines by the Agent.

3. Commission Structure

First-Year Commission:

- MPA agrees to pay the Agent a commission of **15%** of the first-year tuition for each student successfully enrolled at MPA.

Tiered Incentive Structure:

- To incentivize agents to refer more students, the following tiered structure applies based on the number of students referred in a single academic year:
 - **1-3 Students: 15%** of first-year tuition per student.
 - **4-6 Students: 18%** of first-year tuition per student.
 - **7+ Students: 20%** of first-year tuition per student.

Renewal Commission:

- In addition to the first-year commission, the Agent will receive an additional **5% commission** of the tuition for each subsequent year the student remains enrolled at MPA, from grades 7 through 12. This renewal commission applies only to **new students referred on or after the Effective Date** of this Agreement.



4. Bonuses

- **Referral Bonus:** In addition to the commission, the Agent will also receive a one-time bonus of **\$2,000** for referring **10 new students** in a single academic year.
- **Additional Bonus:** For referring **20 new students**, the Agent will receive an additional **\$5,000** bonus.

5. Payment Terms

- Commission fees are payable within **30 days** after the student's first day of attendance at MPA, provided that the student's full tuition has been received by MPA.
- All payments will be made as a lump sum to the Agent.
- No commission will be paid if the student withdraws before completing one semester or if tuition is not fully paid.

6. Student Withdrawal and Tuition Refunds

- In the event that a student withdraws from MPA and seeks a refund of tuition, the Agent shall not receive any commission for that student.
- If a student has not withdrawn but has not fully paid their tuition, no commission will be paid until full payment is received.

7. Independent Contractor Status

- The Agent is acknowledged as an independent contractor, not an employee or partner of MPA.
- This Agreement does not create any joint venture or partnership between the parties. Neither party shall assume liability for the other.

8. Misconduct and Compliance

- MPA reserves the right to terminate this Agreement immediately if there is evidence of misconduct, false representation, or any unethical behavior by the Agent.
- The Agent agrees to comply with all applicable laws and regulations in the recruitment of students.

9. International/Visa Students

- The number of international students referred by the Agent will be counted for one academic year only, starting in the fall of each academic year.

10. Student Referral Process

- **Agent Notification:** The Agent must notify MPA in writing of any student they are referring, either prior to or during the application process.
- **Details Required:** The notification must include the student's name and other relevant details.



- **Notification Timeline:** This notification must be provided no later than **30 days** after the application is received by MPA. Agents cannot claim commissions for students if they fail to notify MPA within this time frame.

11. Acknowledgment

By signing below, both parties acknowledge and accept the terms outlined in this Agreement.

IMPORTANT NOTE TO ALL AGENT PARTNERS:

- Commissions will not be deducted from the tuition fees owed to MPA.
- The Agent will receive their commission payment **only after** the student has started attending MPA and after the full tuition has been paid.

ADMISSIONS AGENT PARTNER

METROPOLITAN PREP ACADEMY INC.

Name

Signature

Title

Date

Signature

Date