



CHAMBERS
I N S T I T U T E

Agent Payments & Commissions Fee Refunds Policy

It is the Agent's responsibility to ensure that your clients read and understand the clause related to refunds of the fees policy before signing the 'Education Agent Agreement' document, as this is a legal agreement between the student and the Institute.

PAYMENTS

Commissions are payable according to the Agent Agreement signed with Chambers Institute. Specifically, a commission is payable if a student is recruited by the Agent, is accepted into a course; and has paid the respective course fee to the Institute.

An agent **will not** be regarded as having recruited a student unless:

(a) the Agent submits the student's application for enrolment and that application also bears the Agent's name or stamp; and

(b) the Agent submits an acceptance by the student of any letter of offer from Chambers Institute of a place in a Course.

If a student recruited by the Agent at any time undertakes any course or courses offered by the Institute other than those specifically identified in the application for enrolment and for which the student was first recruited by the Agent, no fee or other amount will be payable by the Institute to the Agent.

No commission will be payable to the Agent where the student is recruited through the Institute's own marketing activities for recruitment of students within Australia.

Commissions claimed by an agent must be sent directly to the Office, email info@chambersinstitute.com or fax: + 61 3 9041 0586.

INVOICING

Agents must submit an individual invoice for each student listing:

- Student ID number
- The family name and given names of the student
- Course for which student was admitted into
- On the agent's letterhead, displaying current address, telephone, fax and email details of the agent
- any other information as required.

Chambers Institute will pay the required commission fees within 14 (Fourteen) days of the receipt of payment from the student. Alternatively, the agent can collect the tuition fees from the student and forward the payment to Chambers Institute minus the agreed commission rate. The evidence of payment must be provided prior to the issuance of Confirmation of Enrolment.