



RTO NO. 30526

TRUSTEES OF EDMUND RICE EDUCATION AUSTRALIA

TRADING AS

ST JAMES COLLEGE

*A Catholic School in the
Edmund Rice Tradition*



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

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SCHEDULE 1 AGENT FEE EXPLANATION

Date

Dear Agent

I would like to draw your attention to our commission schedule as outlined in our agent's agreement.

Schedule 1

1. Commission Schedule

- a) 15% of tuition fees only—this does not include government charges of OSHC—for school students once tuition fees have been received, and after student has commenced the course and had 4 (four) weeks of satisfactory academic progress and attendance.
- b) Invoice for Agent's fees should be made out to the college as per the attached proforma and made one semester's fees only.
- c) The maximum amount payable for each enrolment is \$5,000.00.

It is our expectation that agents keep their own records of how much commission they have received for each student. Please be aware that the \$5,000 maximum may mean that the final commission paid may be lower than previous semesters. Once the maximum amount of \$5,000 has been paid, no further applications for commission will be accepted. If there is any dispute about commission paid, we ask that you first check the total amount of commission paid for that student.

Further queries can be directed to international@stjamescollege.qld.edu.au

Yours sincerely,

Mr Tony McCulkin
Deputy Principal