

# AGENT AGREEMENT



**PARTY A : EV ACADEMY (EXECUTIVE VILLAGE TUTORIAL OF FLUENT ENGLISH CORPORATION)**

**Address :** Governor Cuenco Avenue, Nasipit, Talamban, Cebu City 6000, Philippines

**Email :** [evacademyjp@gmail.com](mailto:evacademyjp@gmail.com) **Phone:** +63.32.384.4755

**PARTY B : Step Forward Support Inc**

**Address :** Mitahigashimon Bldg. 5th Floor, 2-13-9, Mita, Minato-ku, Tokyo 108-0073 JAPAN

**Email :** [shorui@intern-usa.com](mailto:shorui@intern-usa.com) **Phone:** +81-3-5439-5503

This agreement is made on the basis of equality and mutual benefits by and between the two parties. The agreement certifies that **Party B** has been appointed to represent and promote **EV ACADEMY** and its programs. Party B accepts the following conditions:

## 1. GENERAL TERMS

- 1.1 Party A provides the English programs, accommodation, and meals.
- 1.2 Party B may deduct a commission equivalent to the application fee and 25% of tuition + accommodation fees upon enrollment and before paying the net to EV Academy. The same commission applies when students placed by Party B extend their enrollment directly through Party A.

## 2. PAYMENT AND DEADLINE

- 2.1 The net payment to Party A is due NO LESS THAN 1 week prior to the start of the student's program.
- 2.2 The validity of student's enrollment shall be effective at the time when the payment is completely made by Party B.
- 2.3 The net payment included bank charges have to be paid through a bank draft. All payments must be made in U.S Dollars. Bank charges must be borne by Party B.

## 3. CANCELLATION AND REFUND

- 3.1 The registration fee belongs to Party A and is non-refundable. Agency is required to collect the 120 USD registration fee from students. If a student decides to cancel his (her) program, this registration fee belongs then to Party B.
- 3.2 Cancellations are done less than fourteen (14) days before the scheduled arrival, one-week sum of tuition and dormitory will be paid and the registration fee is not refunded.
- 3.3 As for the students' refund procedure, Party B shall refer to the school policy.
- 3.4 Party A must inform Party B of any changes (price, course, and policy) soon enough to allow Party B to undergo necessary updates.

## 4. EFFECTIVENESS

- 4.1 This agreement becomes effective upon signature by both parties for a duration of twelve (12) months and shall be extended for another twelve (12) months upon expiration unless notice is given to upgrade or terminate the herein partnership.
- 4.2 During the validity of this agreement, if either of the two parties is found to have violated the stipulations herein, the other party has the right to terminate this agreement and ask for compensation.

**PARTY A:**

**Authorized Signatory:**

**Signature:**

**Date:**

**PARTY B: Step Forward Support Inc**

**Legal Representative: President Yuki Osumi**

**Signature:**

**Date: 09/09/2022**