

VGC Pathways: Agents Claiming Commission Policy

The agent must follow this procedure to collect commission:

1. To ensure claims are collected on agent's behalf without incident, agents must notify VGC twice:
 1. Once upon registration to VGC
 2. Upon the student's first month of term with the post secondary institute. Please notify commissions@vgc.ca
 - a. When notifying VGC International College of the intention of their student to go to a VGC pathway school upon registration with VGC International College, the agent/student must add VGC/Fifth Business Education Management as the authorized agent when filing out the Secondary Educational Institution application and consent for authorized agent representation form.
 - b. Agents must send in their claim for commission of their student during the first month of term. The first months of terms are September, January and May. (If the pathway school does not run by the above terms, the agent is responsible for contacting VGC before the student start date at the pathway school.)
 - c. For students that enrol in VGC's pathway program, VGC will subtract a \$250 pathway management fee from the agent commission (as well as bank and transfer fees).
2. If the agent is not using VGC International College as a pathway, and would like to claim commission on a non-VGC student, the agent must ensure to contact our marketing department (marketing@vgc.ca) to give student detail. They then must follow the collection terms. VGC will charge 30% commission for this service. Commission will be taken out of the commission paid by the secondary educational institute.
3. If VGC is not notified and a claim is not made, VGC or it's partners will not be held responsible for the commission.

Notes:

- Wire or e-transfer charges will be taken off the final payment
- VGC will only pay once the secondary education institute pays.
- VGC International College and Fifth Business Education Management do not take responsibility for money that is not paid by the secondary education institute.
- All prices are in Canadian Dollars (CAD). VGC reserves the right to change the fees at anytime
- All commission fees published are approximate and may differ depending on the number of credits a student enrolls in and attends.