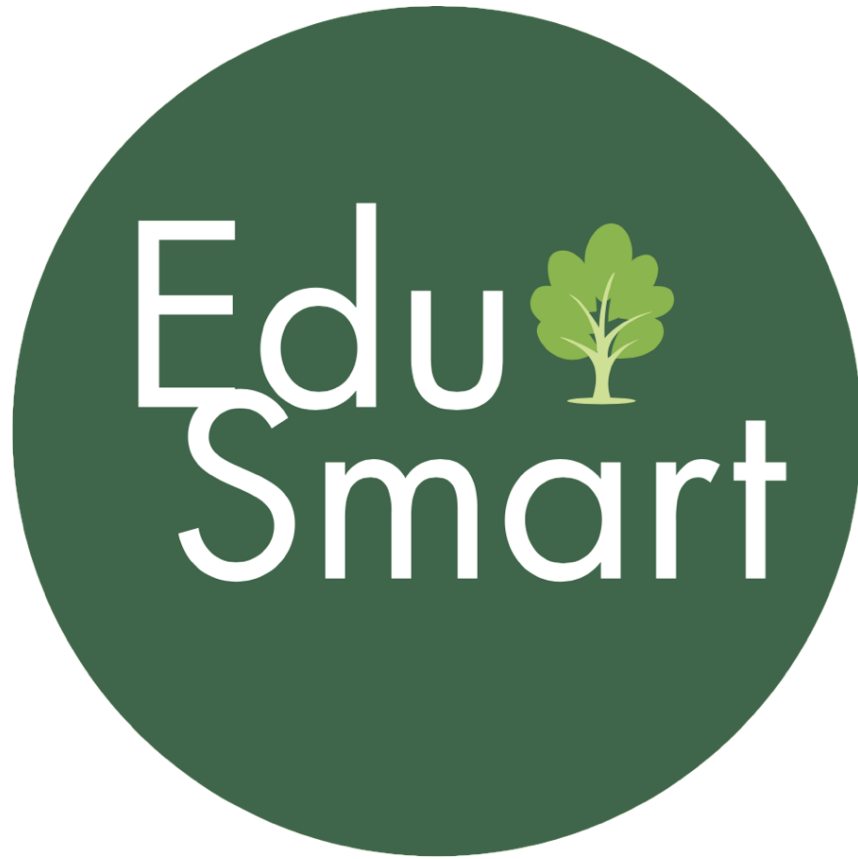




Smart Education. Bright Future.



Agent Welcome Package



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INTRO TO EDUSMART

Thank you so much for being interested in EduSmart Education Service Inc.! As the closely partner of Trinity Western University (TWU) and Trinity Language Center (TLC), EduSmart is officially authorized to provide marketing service for domestic and international students recruiting of **TWU's degree programs** and **TLC's professional English language training** before entering TWU. Up to now, EduSmart has launched the offices in Vancouver, Shanghai and Taipei, and during the past ten years working with TWU, EduSmart has successfully collaborated with hundreds of agents and helped thousands of international students to realize their dreams to study in North America.

As an education service incorporation, EduSmart adhere to the principles of ethic, eligibility and efficiency. It is our purpose to provide agents with the **largest scale of support and highest standard of service**, assisting you to process the university application and promote the university programs. As an entitled agent for EduSmart, you possess the capabilities of promoting our partner-institutes programs to the students who are suitable for, and are expected to recruit the qualified ones to the above-mentioned schools. EduSmart plays the role of the bridge between agents and universities, and performs the mission of reliably dealing with the inquiries concerning **program application** and **commissions distribution**.

The Agent Welcome Package aims to give you the basic information about launching the **mutually cooperative relations between agents and EduSmart**. We would like to provide detailed information about our partner institutes, commitments of the two sides, and commissions distribution, which we believe will contribute to our future collaboration. Thus, we sincerely hope that you could spare precious time to **read this Welcome Package carefully**. When encountering any questions, feel free to contact us at any time.

EduSmart Education Service Inc. is **looking forward to working with you/your company!**



GLANCE AT TWU

Founded in 1962, Trinity Western University (TWU) is **Canada's premier private university**. Having developed for nearly half century, TWU currently owns over 5,000 students. TWU is a full member of the Association of Universities and Colleges of Canada (AUCC), is recognized by the **U.S. Department of Education**, and is the only private Canadian university to be **acknowledged by Ministry of Education of the People's Republic of China** due to its outstanding academics and continually receives high marks in national rankings.

With the historical backgrounds of Christianity, TWU recruits the staff and teachers believing in Christianity. However, the University warmly embraces all the **students no matter whether they have faith or not**. Guided by Christianity, students will be placed under the environment where **student-centered pedagogy and ethic care is valued**. Sitting in the **small-size classroom**, students enjoy more privileges to communication with their professors, which is conducive to their **individual uniqueness** being paid attention to.

There are two campuses located in Great Vancouver area. The main **campus Langley** combines urban convenience and natural beauty, providing **U1 program** for the international student, after which the students could either **transfer to other universities** like UBC/SFU, or continue studying at TWU with **48 bachelor degree programs plus 19 master degree programs** to choose. The other campus **TWU Richmond** is in the heart of the city, offers programs tailored to the urban and international audience in Richmond and Metro Vancouver. The popular programs of **BA Leadership, MA Leadership (Business stream) and MBA** are provided in the Richmond campus.

TWU aims to equip the students to find and fulfil their purposes in life. Students in TWU will receive a whole-person education, learning practical professional skills and exploring bigger ideas about who they are and what they are meant to do. Meanwhile, they could also get involved in a warm and welcoming community, and pursue how their gifts and abilities could **make an eternal impact on the world**.



DEGREE PROGRAMS

UNDREGRADUATE STUDIES

FACULTY OF HUMANITIES & SOCIAL SCIENCES

Biblical Studies (BA)
 Canadian Studies (BA)
 Catholic Studies (minor) **offered in partnership with Catholic Pacific College*
 Christianity and Culture (BA)
 English (BA)
 Environmental Studies (BA)
 European Studies (BA)
 French (concentration, minor)
 Gender Studies (minor)
 General Studies (BA)
 Geography (BA)
 History (BA)
 Human Services (certificate)
 Humanities (BA)
 Inter-Cultural Studies (BA)
 International Studies (BA)
 Linguistics (BA)
 Philosophy (BA)
 Political Studies (BA)
 Psychology (BA)
 Religious Studies (BA)
 Social Studies (concentration, minor)
 Sociology (BA)
 Spanish (concentration, minor)
 Teaching English as a Second Language (certificate)
 World Languages and Cultures (BA)

FACULTY OF NATURAL & APPLIED SCIENCES

Biology (B.Sc.)
 Biotechnology (B.Sc.)
 Biotechnology and Business Administration (B.Sc.)

Biotechnology and Chemistry (B.Sc.)
 Chemistry (B.Sc.)
 Computer Science (B.Sc.)
 Engineering (transfer program)
 Environmental Studies (B.Sc.)
 General Studies (B.Sc.)
 Geography (B.Sc.)
 Information Systems (minor)
 Mathematics (B.Sc.)
 Mathematics with Computing Science (B.Sc.)
 Natural and Applied Sciences (B.Sc.)
 Physics (concentration, minor)
 Pre-Professional Sciences

- Dentistry
- Medicine
- Pharmacy
- Veterinary Medicine

SCHOOL OF ARTS, MEDIA + CULTURE

Acting (BFA)
 Art + Design (BA)
 Arts, Media + Culture (BA)
 Corporate Communication (BA)
 Film Studies (minor)
 Media + Communication (BA)

- Leadership stream
- Media stream
- Professional writing stream

 Music (BA)
 Theatre (BA)
 Worship Arts (BA)

SCHOOL OF BUSINESS

Accounting (minor)
 Biotechnology and Business Administration (B.Sc.)
 Business Administration (BA)

Business Administration (BBA)

- Accounting (CPA-accredited)
- Corporate Finance
- Human Resource Management
- International Business
- Leadership and Management
- Marketing

 Corporate Communication (BA)
 Economics (minor)
 Information Systems (minor)
 International Development Studies (minor)
 Sport and Leisure Management (BHK)

SCHOOL OF EDUCATION

Education (BA/B.Ed. or B.Sc./B.Ed.)

- Elementary
- Secondary

 Two-Year Post-Degree Program (B.Ed.)

- Elementary
- Secondary

 Special Education (minor)

SCHOOL OF HUMAN KINETICS

Elementary School Physical Education (minor)
 Human Kinetics (BA)
 Human Kinetics (BHK)

- Generalist
- Kinesiology
- Physical Education
- Sport and Leisure Management

 Sport and Leisure Management (BA)

SCHOOL OF NURSING

Nursing (BSN)



GRADUATE STUDIES

MASTER OF BUSINESS ADMINISTRATION

Management of the Growing Enterprise (MBA)
International Business (MBA)
Non-profit & Charitable Organization Management (MBA)

MASTER OF SCIENCE IN NURSING

MASTER OF ARTS

Master of Arts in Biblical Studies (MA)
Master of Arts in Counseling Psychology (MA)
Master of Arts in Educational Leadership (MA)
Master of Arts in Educational Studies-Special Education (MA)
Master of Arts in Interdisciplinary Humanities (MA)

- English
- History
- Philosophy

MASTER OF ARTS

Master of Arts in Leadership (MA)

- Business (or Business in Mandarin)
- Christian Ministry
- Education
- Health
- Non-profit

Master of Arts in Linguistics (MA)

Master of Arts in TESOL (MA)

KNOW ABOUT TLC

Trinity Language Centre (TLC) offers university language pathway programs for students. At TLC, language courses are conducted by **combining content-area materials and academic English skills** in a caring and supporting environment. TLC offers **free Supervised Assignment Sessions** and **one-on-one bilingually tutoring** to help bridge in-class and after-class teaching and learning. Various learning assistance is offered to **cater the learning needs of individual** students.

The applicants who could not meet the language entrance requirements will be placed in the proper program in TLC: **Academic English Study (AES) for undergraduate** preparation as well as **Pre-Graduate Study (PGS) for graduate** preparation. There are four levels for Academic English Study (AES) programs, and each of them lasts for **15 weeks** (with 25 hours of weekly teaching and support). For AES programs, TLC specifically sets up **9 starting days** for flexible enrolment every year. As to the PGS programs, TLC accepts new student for three times among year-round, which are in **January, May, and September**. For those who do not have valid IELTS/TOEFL scores, TLC assigned the students to participate in the Canadian Academic English Language Assessment (**CAEL**), of which the grades will be taken account into the program level placement.

Located on the **TWU Richmond Campus**, TLC is within walking distance to sky-train stations, bus stations, public library, shopping centers, and restaurants. The students who are learning here will definitely experience a **convenient** and colourful foreign life!

PROGRAM	LEVEL	CAEL	TOEFL	IELTS	COURSE	TUITION
AES Academic English Studies	AES Level 1	0-29	<=34	<=4.0	Language course	\$ 6,960
	AES Level 2	30-39 (writing>=15)	35-45 (writing>=6)	4.5 (writing>=4.0)	Language course	\$ 6,960
	AES Level 3	40-49 (writing>=30)	46-59 (writing>=12)	5.0 (writing>=4.5)	Language course	\$ 6,960
	AES Level 4	50-59 (writing>=40)	60-77 (writing>=14)	5.5 (writing>=5.0)	Language course	\$ 6,960
PGS Pre-graduate Studies	PGS Level 1	60-69 (writing>=50)	78-87 (writing>=18)	6.0 (writing>=5.5)	Language + 2 BA Leadership	\$ 7,932
	PGS Level 2	70-79 (writing>=60)	88-99 (writing>=21)	6.5 (writing>=6.0)	Language + 3 BA Leadership	\$ 8,998



EDUSMART COMMITMENT

In order to promote our partner institutes' programs and accurately translate the information for the potential or prospective students, EduSmart Education Service Inc. will as always adhere to the tenet of being responsible for providing agents with accurate, timely and up-to-date information and fully supporting your agency through initial orientation and on-going training.

As a valued partner in international student recruitment, EduSmart agrees:

- To provide our new agents with a **thorough** orientation to Edusamrt and our partner schools, which includes the Agent Handbook, on-line support, and clearly explain the procedure of agent application, termination and renewal.
- To give the Agent the **authority** to introduce and recommend students to TWU and TLC in accordance with the admission standards and policies of TWU and TLC.
- To provide the Agent with **appropriate materials and support** reasonably required by the Agent, with guarantee that all information being consistently and accurately updated.
- To send all the necessary documents to the Agent for students' **visa** application procedures upon approval by TWU and TLC.
- To guarantee that responses, which include email responses, Skype calls, webinars, and Wechat, are **accurate and timely**.
- To consistently visit agents and work directly with them in their **promotional activities**, which may include agent training visits, seminars, fairs, and familiarization campus visits.
- To **distribute the commissions** to approved Agents who recruit qualified students to our partner institutes' programs.

AGENT COMMITMENT

This Welcome Package also provide detailed description for being a qualified EduSmart' Agent. A good understanding about the Agent's **responsibilities and limitations** will contribute to a positively mutual relationship between agent and EduSmart. Failure to follow the guidelines or impart the fraudulent information to the students or the institutions we serve may result in the termination of our Agency Agreement.

As an authorized representative in international student recruitment, your Agent agrees:

- To represent EduSmart/TWU/TLC to **obtain applications for admission** to TWU and TLC.
- To represent TWU and TLC in all ways that would present a **positive image** and maintain the professional reputation of TWU and TLC.
- To **honestly and accurately** provide TWU's and TLC's program entrance requirements, tuition fees and refund policies with students.
- To endeavor to introduce and recommend applicants who are **academically and financially qualified** for admission to TWU and TLC.
- To submit completed documentation of the student's application to EduSmart promptly by airmail or any other efficient method as required.
- To provide thorough **training for all new counselors** to ensure that they are equipped to properly direct students.
- **Not to act or purport to act** in the name or on behalf of TWU and TLC in any matter beyond the scope of this agreement unless otherwise expressly authorized and directed by EduSmart.



COMMISSION DISTRIBUTION

EduSmart provides commissions to approved agents who recruit qualified students to our partner institutes' programs. The following information provides your agent with the detailed Commission Rate and Payment Method.

- EduSmart shall pay the Agent commission as **15% of the first two semesters' tuition fee** paid by each student only for the fulltime undergraduate programs, such as **U1, BA Leadership** offered by TWU.
- EduSmart shall pay the Agent commission **\$1,500 for each of the first two semesters** only for the fulltime master degree programs, such as **MA Leadership, MBA** offered in TWU Richmond.
- EduSmart shall pay the Representative commission **\$1,000 in each semester** only for the fulltime program offered by **TLC**.
- Delivery of commission of each semester will be made within **six weeks after the end of the add/drop period** when students enroll at TWU or TLC and **tuition is fully paid**. The commission is payable only when the Agent has submitted the commission request form accordingly.
- If a student enrolls **less than a minimum of 12 semester hours** at TWU in one of their first two semesters of study, the commission payment will be deferred until the **next subsequent semester** in which the student enrolls more than 12 semester hours.



BECOME NEW AGENT

EduSmart Education Service Inc. welcomes the individual or company who are passionate and professional about international students' recruitment. If you are interested in TWU's degree programs and TLC's academic English training, you are encouraged to follow the next steps to become our new authorized agent.

- Carefully read the *Agent Welcome Package* to get familiar with TWU/TLC's programs, EduSmart/Agent's commitments, and commission distribution.
- Fill out the attached *Agent Application Form*, please kindly note that to make easier for the future commission distribution, the name on agent application form should be consistent with those on the later-on TWU program application form, signed contract as well as the payee of the bank account.
- Agent will get an *Agent Training* through the ways either on-line or in-person, when the key programs' information will be provided, and the relevant flyers and other useful materials will be sent.
- Agent will be arranged to sign the *Agent Agreement*, and provide the effective documents (individual agent is asked to send the copy of ID card/SIN number; whereas company agent should offer your latest Business License, and GST No if needed).
- Agent will be awarded the *Agent Authorization Certificate* by EduSmart Education Service Inc., and will be granted the authority to recruit the international students for Trinity Western University (TWU) and Trinity Language Center (TLC).



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CONTACT INFO

Office Address: 327-5811 Cooney Rd, Richmond, BC, Canada

Post Code: V6X 3H1

Contact Person: Hailey Yu

Tel: +1 778-839-0019

E-mail: Edusmart.Canada@twu.ca

Wechat ID: [EdusmartCanada](#)

Website: www.edu-smart.ca



Edusmart Education Service Inc. Agent Application Form

(Please answer N/A (not applicable) for any question does no apply to you)

Company/Individual Name:		Year Established:	
(only for local company)	Business License # :	GST #:	
Address:			
Tel:		Website:	
Primary Contact	Name:	Title:	
	Email:	Wechat:	
Secondary Contact	Name:	Title:	
	Email:	Wechat:	
If this is not your head office, or you have more branches, please list their locations:			
Number of counselors in this branch		Number of counselors in all branch	
Top 3 countries your students go			
Top 3 nationalities of your clients			
How did you learn about TWU or TLC?			
How many students did you send to Canada last year?			
What marketing activities and promotions do you usually do to recruit students? Internet Newspaper Magazine Own Publication Fair Seminar School Visiting Direct Mailing Others			
(Reference 1) School Name			
Contact Person:		Email:	
(Reference 2) School Name			
Contact Person:		Email:	