

AIM University Group INC



INDEPENDENT STUDENT RECRUITING AGENTS AND TEAM LEADERS

Motivated individuals are contracted as Independent Agents and Student Recruiters, and paid by AIM University Group to advise and recruit new students and train and support new agents

RE: We're seeking suitable individuals to contract as Authorized Recruiting Agents and paid by AIM University Group to advise and recruit new students.

AIM Global Enrollment Office

Thank you for applying to join our network of *Authorized Student Recruiting Agents And Authorized Team Leaders*

In AIM's Center For Global Enrollment we value learning, pride ourselves on seamless admission, innovative student experience, and we are serious about what we do. As official representative of the AIM brand, you'll be authorized to identify prospective students, share our unique program benefits, provide caring and professional customer service, and offer guidance and counseling to help the prospects to select the right career pathway, enroll successfully, and reach their full potential.

MANDATORY TRAINING AND ONBOARDING ARE CONDUCTED ONLINE FOR NEW AGENTS

Training and Onboarding is free of cost for all our International Agents. To be authorized to offer guidance to students on applying to any of the institutions in our network, you must complete the five-day professional training exercises for key insights on product value, benefits, differentiators, and innovative recruitment strategies for successful prospecting e.g. SMART conversations and personal engagement, events hosting, authentic customer service, leads development, and application management and reporting.

RESPONSIBILITIES OF THE STUDENT RECRUITING AGENT

- Increase your student enrollment and earnings by developing the skills as student enrollment champion. Student Recruiting Agents must have excellent verbal communication skills to excel in this role, good follow through, ability to multitask, research, and present accurate information.
- Product knowledge is key to successful student recruitment. Learn and share honest information about the higher education landscape, institutional approvals and accreditations, programs and careers opportunities in the field, program entry requirements, modes of studies, tuition and fees, study abroad opportunities, foreign students immigration requirements etc.
- Promote the institution to individuals, groups, schools, prospective students, and parents
- Meet, vet, and encourage the prospects, and help them to feel safe, excited, and happy about their decision to join the institution
- Provide caring and authentic customer service through face-to-face encounters, social media, and over the phone handling both inbound and outbound calls.
- Set appointments for prospective students and their guests to attend information sessions.
- Create and save customer lead in our database to expand the institution's enrollment reach
- For residual income, partner with the prospect through all phases of the admission - from first contact through enrollment and continued residency.
- Participate in all five days of the initial training, and commit to continuous professional development
- Independent contractors are required to act in the best interest of the clients and carry out the contractual obligations included in this document. For example, provide caring and professional customer service and offer correct information and guidance to help the prospects to select the right career pathway, and enroll successfully.
- To accept the offer as Independent Agent, complete, sign and return the pages of the Contract.

Authorized Student Recruiting Agents

QUALIFICATIONS AND INTERPERSONAL REQUIREMENTS:

- A 'can do' attitude
- Excellent verbal and written communication skills. You must be fluent in writing and speaking in English
- Strong team orientation
- Ability to handle incoming and outbound calls
- Utilize a software program to maintain contact records.
- Passion for the learning and for people
- Computer literacy in Excel, PowerPoint and Word preferred.
- Minimum of high school diploma and other supporting credentials.

REMUNERATION | AIM University Group represents a diverse set of accredited qualifications and recognized universities, with our main recruiting partner being University Of Northampton. Authorized Recruiters are paid by AIM Uni when they recruit students who pay the appropriate tuition and fees, starting with the application fee. The remuneration is a percentage of a student's annual tuition and is called commission. Recruiters also earn when they recruit other agents.

Further cash incentives and bonuses are offered, with basic revenue when you join us as Team Leaders.

TERTIARY PROGRAMS COMMISSION TABLE

We'll Be Paying You Handsomely In US\$ for Recruiting New Students And for Enlisting Other Student Recruiting Agents Like You to Join the Team

Recruit Three (3) students in 30 days	10 - 15% Commission	\$552 - \$1,060 (10%) Plus \$276 - \$519 per additional student to your portfolio (15%)	Recruit 1-3 ASRA Agents in 30 days AIM pays you \$20 for each enrolled student in your ASRA Agents' portfolios
Recruit Three (3) students in 45 days	7.5 - 10% Commission	\$412 - \$778 (7.5 %) Plus \$184 - \$346 per additional student to your portfolio (10%)	Recruit 1-3 ASRA Agents in 45 days AIM pays you \$15 for each enrolled student in your ASRA Agent's portfolios
Recruit Three (3) students in 60 days	5% Commission	\$276 - \$515 (5%) Plus \$92 - \$173 per additional student in your portfolio (5%)	Recruit 1-3 ASRA Agents in 60 days AIM pays you \$10 for each enrolled student in your ASRA Agent's portfolios

Example 1: You recruited five (5) students in thirty (30) days: four Level 5 Students (Computing, Engineering, ITTM, and Early Childhood Education) and one Level 7 Student
Calculating Your Commission: $10\%(1,830 \times 2) + 10\%(3,500) + 15\%(\$2,500 \times 2) = 366+350+750 = \$1,466$

Example 2: You recruited five (5) students in forty-five (45) days: four Level 5 Students (Computing, Engineering, ITTM, and Early Childhood Education) and one Level 7 Student
Calculating Your Commission: $7.5\%(1,830 \times 2) + 7.5\%(3,500) + 10\%(\$2,500 \times 2) = 275+278+500 = \$1,053$

Example 3: You recruited five (5) students in sixty (60) days: four Level 5 Students (Computing, Engineering, ITTM, and Early Childhood Education) and one Level 7 Student
Calculating Your Commission: $5\%(1,830 \times 2) + 5\%(3,500) + 7.5\%(\$2,500 \times 2) = 183+175+375 = \733

✚ Your Team Lead will earn 5-10% of your portfolio value. They should assist with your onboarding, resourcing, personal and professional plan, prospecting strategies and provide for your ongoing support and development. They can also offer marketing support, manage your leads, and host recruitment meetings for your student-clients and agent-clients. You may negotiate the 5-10% fee with your Team Lead based on the breadth of the support that you'll need and the support and care that you're experiencing. You can request placement with a different Team Lead if you can prove the ways that s/he is unable to contribute to your development.

AIM Global Enrollment Office

OPPORTUNITY TO BECOME A TEAM LEADER AND TRIPLE YOUR INCOME

You can become a Team Leader of Student Admission Agents when you complete the 45-Hour Leadership And Sales Management Training For Global Workforce Development. The professional development training is \$350. You'll be certified as a Sales Team Leader (For higher education (HE) and other business environments).

APPLY: your potential is unlimited. You can earn up to \$7,000 per cycle as you grow in the role and with incentives such as cash bonus and free vacations. You will be building and directing an organic team of 50 – 150 Agents who will be helping you to meet your goals and financial targets. The application process is short and from day one, we'll will give you the tools that you'll need to succeed.

TRAIN: Complete the Team Leadership and Sales Management Training for global workforce development.

RECRUIT: You'll be authorized to recruit new students, student recruiting agents, and other team leaders for training and certification. Your Recruiting Agents will also be recruiting other Agents to grow your team and helping you to meet your financial goals. Your Agents will be working for you and you'll be earning 5-10% off every dollar that they earn.

EARN: There are five ways to earn - commission, bonus, stipend, shared profit, and training fees. Get: 1) up to \$150 for every new Agent you sign for Team Lead (training fee); 2) 5-10% commission from your Student Recruiting Agents; 3) US\$2,000 for every 50,000 points in your portfolio; 4) \$5-15% from every student you sign; 5) up to \$350 monthly stipend; and 6) vacations and other incentives for the highest performers.

GROW: You can become a member of the National Association of Foreign Student Advisers (NAFSA) and attend its annual conferences in various destinations around the world to connect, engage and build partnerships with other international education professionals. NAFSA is the world's largest non-profit association dedicated to international education and exchange.

SUCCEED: There's room for everyone at the top. You have 30-60 days to achieve your major financial goals.

As an Authorized Team Lead you can specialize in recruiting, training, and supporting your Student Recruitment Agents OR double your income by also adding students to your portfolio			You Can Also Earn \$552 - \$1,060 If You Recruit Three (3) Tertiary Students in thirty (30) days
10 Agents X 30 Days	Recruit and Support Ten (10) Authorized Team Lead Agents in Thirty Days (30)	\$1,250 Plus \$150 for each additional TL trainee. AIM will also pay you \$350 Stipend and Your Student Admission Agents will add 5% of their total earnings to your portfolio	Recruit Six (6) Students in 30 Days for \$1,104 - \$2,120 Plus \$276 - \$519 per additional student to your portfolio (@ 15%)
10 Agents X 45 Days	Recruit and Support Ten (10) Authorized Team Lead Agents in in Forty-Five (45) Days	\$1000 Plus \$120 for each additional TL trainee Your Student Admission Agents will add 5% of their total earnings to your portfolio	Recruit Six (6) Students in 45 Days for \$824 - \$1,556 Plus \$184 - \$346 per additional student to your portfolio (@ 10%)
6 Agents X 30 Days	Recruit and Support Six (6) Authorized Team Lead Agents in Thirty (30) Days	\$600 Plus \$120 for each additional TL trainee AIM will also pay you \$200 Stipend and your Student Admission Agents will add 5% of their total earnings to your portfolio	Recruit Six (6) Students in 60 Days for \$552 - \$1030 plus \$184 - \$346 per additional student to your portfolio (10%)
6 Agents X 45 Days	Recruit and Support Six (6) Authorized Team Lead Agents in Forty-Five (45) Days	\$540 Plus \$100 for each additional TL trainee Your Student Admission Agents will add 5% of their total earnings to your portfolio	Recruit Three (3) Students in 30 Days for \$552 - \$1,060 plus \$276 - \$519 per additional student to your portfolio (@ 15%)
3 Agents X 30 Days	Recruit and Support Three (3) Authorized Team Lead Agents in Thirty (30) Days	\$300 Plus \$100 for each additional TL trainee AIM will also pay you \$100 Stipend and your Student Admission Agents will add 5% of their total earnings to your portfolio	Recruit Three (3) Students in 45 Days for \$412 - \$778 Plus \$184 - \$346 per additional student to your portfolio (@ 10%)
3 Agents X 45 Days	Recruit and Support Three (3) Authorized Team Lead Agents in Forty-Five (45) Days	\$240 Plus \$100 for each additional TL trainee Your Student Admission Agents will add 5% of their total earnings to your portfolio	Recruit Three (3) Students in 60 Days for \$276 - \$515 Plus \$184 - \$346 per additional student to your portfolio (@ 10%)

CONTRACTUAL AGREEMENT AND DISCLAIMER

This agreement is between AIM University Group INC, 150 South Pine Island Road, Plantation, Florida 33324, USA and the Independent Recruiting Agents (called Authorized Student Recruiting Agents and Team Leads). All relationships and partnerships are contingent upon a successful background check, competitive commission, incentives, and bonuses.

A. TEAM | Consists of the Team Leader and his/her Team Members (Team members are the Student Recruiting Agents).

B. TEAM MEMBER PORTFOLIO | Your portfolio will have the Authorized Agents that you recruited, registered students recruited directly by you, and the registered students recruited directly by the Authorized Agents you recruited

C. TEAM LEADER PORTFOLIO | Your portfolio will have the Authorized Agents that you recruited, the Authorized Agents recruited by your team members, registered students that you recruited directly, registered students recruited by your Agents, and Team Leads you recruited who are in-training.

D. PORTFOLIO VALUE | Your portfolio will only list activities with money value (shown as points). For example, students you recruited who have paid their application and other fees; and students recruited by your Agents who've made application and other fees. Team Leads will see the Team Lead training fee, \$2,000 if the 50,000 team points is achieved, and stipend.

E. TEAM POINTS | Team Leads earn \$2,000 from every 50,000 Team points accumulated in 120 Days. One team point is equivalent to \$1. Your team points is the value of the payments received from the students in your portfolio whether the students are recruited directly by you or your agent. The team points will increase as your team grows.

F. WAYS TO INCREASE THE PORTFOLIO VALUE AND GAIN TEAM POINTS FASTER | The commission rate is higher when the set target in the table is achieved in 30 days; Students who pay in full will also increase your team points faster; Recruiting tertiary students (levels 4-7) will help you to achieve your target, but adding non-tertiary students also helps you to increase your commission and build team points; Adding as many Agents as possible will help to increase your commission and reach your financial targets faster; and Recruiting Level 7 Students will increase your team points the fastest because it has the most points, that is, the highest tuition value.

G. YOUR RESPONSIBILITIES | All Agents are required to act in the best interest of AIM University Group and carry-out the contractual obligations included in this document. For example, *you'll identify prospective agents and students, share our unique program benefits, present the institution to schools, prospective students, and parents in positive and honest light, and encourage and assist the prospects to apply for admission.*

H. GOALS AND TARGETS | page 3 of this document sets out the recruitment targets and the different commission rates at specific times. Where the target is not achieved within the first 30 days, the time is extended to 45, then 60 days.

I. HOW YOU WILL BE RECEIVING PAYMENT | PayPal for international agents; or wired to US\$ accounts held inside the United States; or wired to your JM\$ account held inside Jamaica.

J. WHEN YOU CAN TAKE MONEY FROM YOUR PORTFOLIO |

- The client-students will be added to your portfolio when they pay an application fee. This is the beginning of the application stage which includes completing the application form, paying the application fee, taking the placement test, and receiving the offer letter.
- When the student is added to your portfolio, 30% of the application fee is credited to your portfolio.
- When the student is accepted, they will make a deposit (this is the \$250 Holding Fee). 50% of the agreed commission at level is credited to your portfolio at this point, and you can request this money at any time.
- Prior to starting classes, the student will pay the tuition in full or use a payment plan. At this time, the other 50% commission is reflected in your portfolio, but due to the student refund policy, you can only request this in week three (3) of semester 2. However if s/he pays the full annual tuition, you'll be paid week 3 of semester one.

K. WHAT IS WITHHELD FROM THE MONEY EARN

1. We pay you the full amount that you’ve earned minus the 5-10% deducted for your Team Lead
2. If your bank is the Sagicor Bank in Jamaica, you will not see a fee deducted for wire charges. There will be wire charges for transfers to other banks.
3. PayPal has user fees of up to 2.9%. This is a money transfer service, and the company will remit their service fee from the money we deposited to you.

L. INCOME TAX | Independent Recruiting Agents called Authorized Student Recruiting Agents and Team Leads are independent contractors and not employees. The IRS defines independent contractors as self-employed and are required to report and pay periodic estimated taxes if their income tax is higher than an amount annually predetermined by the IRS. Independent Contractors servicing the university in a flexi-time relationship. As such, we do not remit/withhold income taxes from your earnings. You are solely responsible for reporting your earnings to the revenue services in your country (tax collectors) and pay the necessary income tax.

M. DISCLAIMER |

M.1. You do not have the authority to promise or grant admission to the applicant. Your role is limited to new student recruitment, admission counseling, and continued wellness check-ins. The candidates cannot consider themselves admitted until they are offered a place, and this is at the sole discretion of AIM’s Admission Committee. The admission process includes the admission application, application fee, admission testing, College Offer Letter, submission of academic documents, references, and paying the agreed fees within the stated deadline.

M.2. You are not permitted to accept money on behalf of the AIM University Group or associated partners Independent Recruiting Agents are NOT authorized to collect cash, cheque, credit card, electronic transfers, or any other form of monetary transaction. Applicants must pay only through the publicly listed channels on AIM Uni’s website.

M.3. We will not, under any circumstances, accept responsibility for any debt, liability, and legal bills that you may incur. You act as a referral only, admission, contracts and financial transactions are directly between the Aim University Group and the learners and agents. Use only the publications created and approved by AIM University Group in promotion of any program and service offered by the university.

M.4. Your remuneration is directly tied to your success at recruiting students and agents. That monetary reward and provision in this agreement are outlined in the Remuneration And Commission Table on page 3 and 4. Authorized Student Recruiting Agents and Team Leads are paid commission by the AIM University Group INC when a referred student enrolls and pays the appropriate tuition and fees. Team Leads are paid when their Agents’ portfolios mature, and when the Trainee Team Leads pay the Training Fee.

N. AGREEMENT

N1. You can exit this agreement by sending an email to your Team Lead cc to Corporate@AIMUniversityGroup.Org.

N2. If you wish to sign for the Team Leader, you’ll need to sign this agreement along with the Team Lead Application Form which you may request from Corporate@AimUniversityGroup.Org.

O. A Recruiting Agent who is inactive for 60 days will usually receive a note that their portfolio is dormant. An Agent whose portfolio is dormant for ninety days will be marked as cancelled. This Agent would lose status and all pending items and financial rewards. S/he will need to return to training to begin a new process and new portfolio.

P. SIGN BELOW TO AGREE TO THE STATED TERMS IN THIS DOCUMENT:

Name of Contractor: _____ Email: _____

Contractor’s Signature: _____ Date: _____

AGREEMENT AND REQUIRED DOCUMENTATION

A. PERSONAL INFORMATION

Name Of Your Recruiter		Your Recruiter's Email Address	
Your Name		Physical Address	
Gender		Email	
Date of Birth		Phone #1	
Nationality		Phone #2	
National ID #		Name of Next Of Kin	
Passport #		Relationship	
Country Passport was Issued		Kin's phone number and email address	P}
			E}

B. Your Character References

Name of Referee 1		Name of Referee 1	
Relationship		Relationship	
Occupation of referee 1		Occupation of referee 1	
Employer of referee 1		Employer of referee 1	
Email address		Email address	
Reliable Phone Number		Reliable Phone Number	

C. Background History

Name of last school		Name of current or last employer	
From - to		From - to	
Address and phone number of the school		Address and phone number of the employer	