

CAN-FUTURE

Agent Welcome Package

Table of Contents

Intro to Can-Future	3
Glance at TWU.....	4
Know about TLC.....	8
Can-Future Commitment... ..	9
Agent Commitment	10
Commission Distribution.....	11
Become New Agents	12
Contact Info.....	13
Appendix: Agent Application Form	

INTRO TO CAN-FUTURE

Can-Future Education Consulting Pvt Ltd. (Can-Future) was assigned by Trinity Western University (TWU) as an exclusive operator of its Indian office. On behalf of TWU, Can-Future acts for the following activities:

- Managing TWU Indian office's operation.
- Promoting TWU's international programs.
- Building agency and institutional relationships.

Serving as the TWU Indian Office, Can-Future has the primary responsibility to connect with institutions and agencies in the Indian Subcontinent and to provide exemplary service to students, agents of students, and international partners of TWU. From the moment it was established, the Can-Future Office has been entitled to the responsibilities of managing the office, hiring the staff, advertising the University, attending education events, facilitating school cooperation, etc.

TWU trusts Can-Future and so should our prospective students and partners. Can-Future adheres to the attributes of reliability, stability, and consistency. For our honored existing or prospective collaborators, we are confident that you can place your trust in us. We keep our promises to our clients and put students and partner organizations first in all our interactions. Can-Future works hard to support the international bridge between TWU and the Indian Subcontinent. We sincerely hope to work with all of you who have passion and professionalism in international education!

The Agent Welcome Package aims to give you the basic information about launching the mutually cooperative relations between agents Can-Future. 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.

CAN-FUTURE Education Consulting Pvt Ltd is looking forward to working with you/your company!

GLANCE AT TWU

Trinity Western University (TWU) was established in 1962, being the **Canada's premier private Christian university and the second oldest university in BC province**. Having developed for nearly half century, TWU currently owns over 7,000 students, and 85% school faculties are PhD. It is a full member of the Association of Universities and Colleges of Canada (AUCC) and The Royal Society of Canada (RSC). The University is also recognized by the **U.S. Department of Education** as well as the **Ministry of Education of the People's Republic of China**, for it continually earns **A+ for seven years** for its overall quality of education reported in The Globe and Mail.

Trinity Western University has **five campuses in total** in Canada, separately located in the capital Ottawa, breathtaking Salt Spring Island and Metro Vancouver. Metro Vancouver's three campuses are mostly welcomed by the international students. For example, Langley campus as the main campus of TWU, covers an area of 157 acres in **Fort Langley**, where the student can be exposed to both **historical culture** and natural scenery. The other two campuses are in **Richmond**, which is famous for the highly **urbanization**, providing the students with the convenience regarding their learning, career and life.

Trinity Western University warmly embraces all the **students no matter whether they have faith or not**, even though the University itself has the historical backgrounds of Christianity. Besides the high-quality teaching displayed, 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**.

Trinity Western University offer up to 48 undergraduate and 17 graduate degree programs, involving in the seven fields of study like Humanity, Science, Business, Arts and Design, Education, Human Kinetics and Nursing, of which the most popular international programs are as following. International students' tuition fees are the same with that of the local students'.

- **U1 (University First Year)**: targets to the **high school students**; after the U1 study, the students could either **transfer to other universities** in North America, or continue studying at TWU with 48 bachelor's degree programs to choose.
- **GXP (Global Express Pathway)**: **U1U2 online courses** that could be learned at **any time in any place**, thus the student could **save both the cost and time**; when backing to face-to-face classes, the students could either **transfer to other universities** in North America, or continue studying at TWU with most of the bachelor's degree programs to choose.

- **Bachelor of Arts in Leadership:** accept up to 60 block-transfer credits; the students spend as few as 16 months at TWU to complete their undergraduate study, and are eligible for applying for the 3-year post-graduate work permit.
- **Bachelor of Arts in Leadership Professionals:** all courses are accelerated and arranged in the evening; accept up to 60 block-transfer credits; students are eligible for applying for the 3-year post-graduate work permit.
- **Master of Arts in Leadership (Business Stream):** neither GRE/GMAT nor academic/working backgrounds needed; **affordable tuition**; graduation within **18 months** in average and the post-graduate work permit is applicable.
- **Master of Business Administration:** students could be enrolled in **every month**; the **bridge courses** are offered for those whose GPA could not meet the direct entry requirement; **neither GRE/GMAT** nor academic/working backgrounds needed; graduation within **17 months** in average and the post-graduate work permit is applicable.

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

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)
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)

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 in-class and after-class teaching and learning. Various learning assistance is offered to **cater to 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 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**) or **TLC in-house test**, of which the grades will be taken account into the program level placement (the test date: <https://www.twu-tlc.ca/application/important-dates/>).

TLC currently has two campuses, located in **TWU Langley Campus** and **TWU Richmond Minoru Campus**. The former one displays the local culture and history, contributing the international students to blending into the western environment; whereas, the latter one is within walking distance to the sky-train stations, public library and shopping centers, facilitating the students to experience a convenient and colourful foreign life!

PROGRAM	LEVEL	CAEL	TOEFL	IELTS	COURSE	TUITION
AES Academic English Studies	AES Level 1	10-29	21-34	3.0-4.0	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

CAN-FUTURE COMMITMENT

In order to promote our partner institutes' programs and accurately impart the information to the prospective agents, CAN-FUTURE Education Consulting Pvt Ltd. will as always adhere to the tenets of being responsible for providing agents with accurate, timely and up-to-date information and fully supporting your agency through a series of services.

As a valued partner in international student recruitment, Can-Future agrees:

- To provide our new agents with a thorough orientation regarding Can-Future and our partner schools, which includes the Agent Welcome Package, the procedure of agent application, the format of cooperation, the termination and renewal of the Agreement.
- To give the Agent the **authority** to recruit students to TWU and TLC, introducing the institutions' stories, program information and admission, application procedures and other issues concerned.
- To provide the Agent with **appropriate materials** (promotion pictures and videos) 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 the responses, which include email communications, Skype calls, webinars, and WeChat, are **accurate and timely**.
- To consistently visit agents and work directly with them in some **promotional activities**, which may include face-to-face visits, admission training seminars, education fairs, and familiarization campus tours and admission summit events.
- To **distribute the commissions** on time to the approved Agents who recruit qualified students to our partner institutes' programs.

AGENT COMMITMENT

This Welcome Package also provide detailed description for being a qualified Can-Future' Agent. A good understanding about the Agent's **responsibilities and limitations** will contribute to a positively mutual relationship between agent and Can-Future. 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 Can-Future/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 Can-Future promptly by email 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 on purpose to act** in the name or on behalf of TWU or TLC in any matter beyond the scope of this Agreement unless expressly authorized and directed by Can-Future.

COMMISSION DISTRIBUTION

The following information provides your agent with the detailed Can-Future commission rate, payment method and conditions.

- Can-Future 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**. The third semester commission of **C\$1,500 flat fee** will be paid by each qualified student for **U1, UG, BA leadership programs**.
- For the **GXP (Global Express Pathway/ U1U2 online)** program, Can-Future shall pay the Agent commissions for the following two parts:
 - 1) Can-Future distribute **20% of the tuition fee paid by each full-time student for the GXP program in every semester**;
 - 2) After the student finishes GXP and back to face-to-face courses, Can-Future distribute **15% of the next two semesters' tuition fee** paid by each full-time student.
- Can-Future 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, Dual Master Degree of MA Leadership and MS Information Technology** offered in TWU.
- Can-Future shall pay the Agent commission **\$1,000 in each semester** only for the fulltime program offered by **TLC**.
- CAN-FUTURE shall pay the commission of **C\$1200** for each of the first two semesters for each qualified student studying in **MA in Interdisciplinary Humanities**.
- For **VPC - TWU BA Leadership Pathway**
 - 1) For VPC diploma programs (Hospitality Management/ Business Management/ General Studies), CAN-FUTURE shall **pay 20% commission** (GST included) of the tuition fee for the entire program of study.
 - 2) For TWU BA Leadership program, CAN-FUTURE shall pay **15% commission** of the first two semesters' tuition fee (C\$622/credit) and **C\$1,500 flat fee** for the third semester (GST included) for each qualified student.
- For **VPC – TWU MA Leadership Pathway**
 - 1) For VPC post-graduate programs (Digital Marketing/ Hospitality Management), CAN-FUTURE shall pay **20% commission** (GST included) of the tuition fee for the entire program of study.
 - 2) For TWU MA Leadership program, CAN-FUTURE shall pay the commission of **C\$1,200** (GST included) for each of the first two semesters only for each qualified student.

- Delivery of commission of each semester will be made within **eight 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 in any semester 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

CAN-FUTURE Education Consulting Pvt Ltd welcomes the individual or company who is passionate and professional about international student recruitment. If you are interested in TWU's degree programs and TLC's professional 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, Can-Future /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 explained, and the relevant flyers, videos 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 whereas company agency should offer your latest Business License,
- Agent will be awarded the *Agent Authorization Certificate* by CAN-FUTURE Education Consulting Pvt Ltd, and will be granted the authority to recruit the international students for Trinity Western University (TWU) and Trinity Language Center (TLC).

Thank you