



Commission Agreement

This Commission Agreement ("Agreement") is entered into as of ____/____/____, between Rotorua English Language Academy (RELA) located at 1154 Hinemoa Street, Rotorua ("Company"), and _____, located at _____ ("Agent").

Objective: The objective of this Agreement is to incentivize the Agent to increase the number of enrolments, rewarding them with higher commissions as their performance improves.

Commission Tiers:

1. Bronze Level

- Criteria: 2-5 enrolments with a minimum total of 20 tuition weeks.
- Commission Rate: 21%

2. Silver Level

- Criteria: 6-10 enrolments with a minimum total of 30 tuition weeks.
- Commission Rate: 23%

3. Gold Level

- Criteria: 11-15 enrolments with a minimum total of 45 tuition weeks.
- Commission Rate: 25%

4. Platinum Level

- Criteria: 16-25 enrolments with a minimum total of 70 tuition weeks.
- Commission Rate: 27%

5. Diamond Level

- Criteria: 26+ enrolments with a minimum total of 130 tuition weeks.
- Commission Rate: 30%

Weeks Adjustment Clause: If the number of tuition weeks exceeds the number of enrolments, the weeks can be divided by 8 to help the agent progress to higher tiers faster.

Maintaining Tier Status:

- 1. Review Period:** Agent performance will be reviewed every six months to determine eligibility for maintaining or advancing in their current commission tier.
- 2. Performance Expectations:** To maintain their tier status, agents must meet the following criteria within the review period:
 - Bronze Level: Minimum of 1 enrolment or a total of 10 tuition weeks.
 - Silver Level: Minimum of 3 enrolments or a total of 15 tuition weeks.
 - Gold Level: Minimum of 6 enrolments or a total of 23 tuition weeks.
 - Platinum Level: Minimum of 8 enrolments or a total of 35 tuition weeks.
 - Diamond Level: Minimum of 13 enrolments or a total of 65 tuition weeks.



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- **Downgrade Policy:** If an agent fails to meet the performance expectations for their current tier within the review period, they will be downgraded to the next lower tier.
- **Upgrade Policy:** Agents can be promoted to a higher tier at any time within the review period if they meet the criteria for the next tier. The new commission rate will apply immediately after the criteria are met.
- **Inactivity Clause:** If an agent does not achieve any enrolments in a twelve-month period, their commission tier will be reset to Bronze Level.

Additional Conditions:

- **Enrolment Definition:** An enrolment is defined as a student who has completed the registration process and paid the necessary tuition fees.
- **Applicability:** This agreement applies solely to tuition enrolments.
- **Rela Agent Contract:** This commission agreement is in line with the RELA Agent Contract clause 5.1.
- **Termination of Agreement:** The commission agreement may be terminated by either party with a 30-day notice.

Signed:

Your Company Name / Agent Name

By: _____ Date: _____
Agent Signature



GRADUATED COMMISSION

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**TIER 1
BRONZE LEVEL**

Criteria: 2-5 enrolments with a minimum total of 20 weeks in a year period

Commission Rate:
21%



**TIER 2
SILVER LEVEL**

Criteria: 6-10 enrolments with a minimum total of 30 weeks in a year period

Commission Rate:
23%



**TIER 3
GOLDEN LEVEL**

Criteria: 11-15 enrolments with a minimum total of 45 weeks in a year period

Commission Rate:
25%



**TIER 4
PLATINUM LEVEL**

Criteria: 16-25 enrolments with a minimum total of 70 weeks in a year period

Commission Rate:
27%



**TIER 5
DIAMOND LEVEL**

Criteria: 26+ enrolments with a minimum total of 130 weeks in a year period

Commission Rate:
30%

In case the number of weeks overcomes the number of enrolments in this chart we can break the weeks by 8 to help you move up tiers faster.

Commission only applies to tuitions

