

## **This agreement consists of the following four parts:**

- (1) Immigration Consulting Services Retainer Agreement**
- (2) Student Recruitment Services Agreement**
- (3) Supplemental Agreement**
- (4) Schedule A**

## **本协议包括如下四部分内容：**

- (1) 移民顾问服务聘用协议**
- (2) 学校申请服务协议**
- (3) 补充协议**
- (4) 附件 A**

# Immigration Consulting Services Retainer Agreement (For Flat Fee Services)

## 移民顾问服务聘用协议（用于固定收费服务）

Today's Date (mm/dd/yyyy)

ID and Name 编号及姓名: **First Name (p1) Last Name (p1)**

E-mail Address 电子邮件地址: **Email (p1)**

Location 所在地点: **Street Address (p1) City (p1) State (p1) Country (p1)**

and 与

**Yong Yu (Frank, RCIC 706621) 加拿大持牌移民顾问**

This Retainer Agreement is made on above date between Regulated Canadian Immigration Consultant Yong Yu (the "RCIC"), located at 511 Lacolle Way, Suite 8064, Ottawa, ON K4A 5B6 and above-mentioned (the "Client"). RCIC is an employee of CedarHill Immigration Consulting Inc.

本聘用协议是在上述日期由位于 511 Lacolle Way, Suite 8064, Ottawa, ON K4A 5B6 的加拿大持牌移民顾问 Yong Yu（以下简称“移民顾问”）与上述客户（以下简称“客户”）签署。移民顾问是 CedarHill Immigration Consulting Inc. 的雇员。

WHEREAS the Client and the RCIC wish to enter into a written agreement which contains the agreed upon terms and conditions upon which the RCIC will provide his/her services to the Client.

鉴于客户和移民顾问希望签订一份书面协议，其中包含移民顾问将向客户提供服务的商定条款和条件。

AND WHEREAS RCIC is a licensee of the College of Immigration and Citizenship Consultants (the "College"), the regulator in Canada for immigration consultants, which was previously called the Immigration Consultants of Canada Regulatory Council.

鉴于移民顾问是加拿大移民及公民顾问协会（“协会”）成员，该协会是加拿大移民和公民顾问的监管主体，其前身是加拿大移民顾问监管委员会。

IN CONSIDERATION of the mutual covenants contained in this Agreement, the parties agree as follows:

考虑到本协议所包含的共同约定，双方同意如下：

### 1. Definitions 定义

1.1 The terms "Client", "College", "Disbursement" and "RCIC" shall have the meaning given to such terms in the Retainer Agreement Regulation of the College.

1.1 术语“客户”，“协会”，“支出”和“移民顾问”应具有监管协会《顾问聘用协议条例》中赋予这些术语的含义。

### 2. RCIC Responsibilities and Commitments 移民顾问的责任和承诺

2.1 The Client asked the RCIC, and the RCIC has agreed, to act for the Client in the matter of Canadian visa and immigration related application(s). More details of the services and work scope has been defined in the Schedule A of this agreement. This agreement will take effect only after the Client has fulfilled its payment obligations outlined in the Schedule A.

2.1 客户要求移民顾问，并且移民顾问同意就加拿大签证或移民申请事宜代表客户行事。具体服务和工作范围在本协议的附件 A 中被定义。本协议仅在客户履行付款义务后生效。

2.2 The Client acknowledges and understands that the details, procedures, and deliverables of the services provided by the RCIC may vary based on the specific requirements of the application project. The RCIC cannot fix the specific details, procedures, or deliverables in the agreement. However, the RCIC undertakes to strictly adhere to the requirements of IRCC and immigration laws and regulations throughout the service delivery process and to provide all documents and application statements, along with explanations of their content, to the Client for review and confirmation prior to submission.

2.2 客户理解并知悉，移民顾问提供的服务细节、流程、交付件等会因具体申请项目的要求而变化。移民顾问无法在合同中固化服务细节、流程、交付件等细节因素；移民顾问承诺在服务交付过程中严格遵循 IRCC 和移民法律法规的要求，并在递交之前将全部文件及申请陈述解释内容发回给客户审阅确认。

### **3. Client Responsibilities and Commitments 客户责任与承诺**

3.1 The Client must provide, upon request from the RCIC: all necessary documentation and all documentation in English or French, or with an English or French translation. RCIC is not responsible for document translation or notarization.

3.1 客户必须根据移民顾问的要求提供：所有必要的文件，所有使用英文或法文，或英文或法文翻译的文档。移民顾问并不负责文件的翻译或公证工作。

3.2 The Client understands that he/she must be accurate and honest in the information he/she provides and that any inaccuracies may void this Agreement, or seriously affect the outcome of the application or the retention of any status he/she may obtain. The RCIC's obligations under the Retainer Agreement are null and void if the Client knowingly provides any inaccurate, misleading or false material information. The Client's financial obligations remain.

3.2 客户了解，他/她必须对自己提供的信息准确，诚实，并且任何不正确之处均可能使本协议无效，或严重影响申请结果或保留其可能获得的任何身份。如果客户在知情的情况下提供任何不准确，误导或虚假的重要信息，移民顾问在此聘用协议下的义务即告无效，但客户的财务义务仍然存在。

3.3 In the event Immigration, Refugees and Citizenship Canada (IRCC) or Employment and Social Development Canada (ESDC) should contact the Client directly, the Client is instructed to notify the RCIC immediately.

3.3 如果加拿大移民、难民和公民部（IRCC）或加拿大就业和社会发展部（ESDC）要求直接与客户联系，则客户应立即通知移民顾问。

3.4 The Client shall understand and respect that the RCIC is a professional retained by the Client. During the term of this Agreement, the RCIC shall be the Client's primary source for legal advice regarding Canadian visas and immigration matters. If the Client independently contacts IRCC or seeks third-party opinions without consulting or informing the RCIC, resulting in negative application outcomes or other uncontrollable circumstances, the RCIC shall bear no liability. The Client acknowledges that resolving such negative outcomes may incur additional fees for retaining the RCIC.

3.4 客户应理解并尊重移民顾问是其聘请的专业人士；在合同执行期间，移民顾问应是客户征求加拿大签证和移民法律意见的首要人选。如客户在没有征求或告知移民顾问的情况下，独自与 IRCC 取得联系，或征求第三方意见，并因此导致的负面申请结果或其他不可控情况，移民顾问对此不承担责任；客户知悉如需解决此类负面结果可能产生额外的移民顾问聘用费用。

3.5 The Client is to immediately advise the RCIC of any change in the marital, family, or civil status or change of physical address or contact information for any person included in the application.

3.5 客户应立即将任何婚姻、家庭或公民身份的变化或实际地址或联系信息的变化告知移民顾问。

3.6 In the event of a Joint Retainer Agreement, the Clients agree that the RCIC may share information among all clients, as required. Furthermore, if a conflict develops that cannot be resolved, the RCIC cannot continue to act for both or all of the Clients and may have to withdraw completely.

3.6 如果有共同聘用协议，客户同意移民顾问可以根据需要在所有客户之间共享信息。此外，如果发生无法解决的冲突，移民顾问将无法继续为两个或所有客户提供服务，并且可能不得不完全撤回此聘用协议。

#### **4. Refund Policy 退款政策**

4.1 If the Client does not have any other supplementary agreement with RCIC or CedarHill Immigration Consulting Inc., then the following terms in this section apply. The Client acknowledges that the granting of a visa or status and the time required for processing this application is at the sole discretion of the government and not the RCIC. Furthermore, the Client acknowledges that fees are not refundable in the event of an application refusal.

4.1 如客户与移民顾问或 CedarHill Immigration Consulting Inc. 无其他补充协议，则本节如下条款适用。客户承认，签证或身份的授予以及处理此申请所需的时间由政府而非移民顾问自行决定。此外，客户承认在申请被拒绝的情况下不退还费用。

4.2 Both the Client and the RCIC understand and acknowledge that Canadian visa and immigration applications involve numerous uncontrollable factors, including the discretionary authority of visa officers and potential misjudgments arising from the use of artificial intelligence by IRCC. To safeguard the Client's interests, the RCIC commits to providing the following services free of charge if a visa or immigration application is refused and the Client is eligible for a subsequent application: retrieval of GCMS notes of application records, preparation, and submission of materials for a second application. The RCIC will not charge additional fees, and the Client will only be responsible for the visa application fees payable to IRCC. If the second application is also refused and the Client's objective circumstances remain unchanged, the RCIC does not encourage repeated submissions. Instead, the RCIC will provide free advice on subsequent applications and improvements to the Client's objective conditions and reserves the right to terminate services under section 2 of this Agreement.

4.2 客户和移民顾问均理解并认可加拿大签证和移民申请存在诸多不可控因素，包括签证官审理的自主裁量和 IRCC 引入人工智能等手段可能导致的结果误判。为了保证客户的利益，移民顾问承诺在签证或移民申请被拒签后，在客户具备二次申请资格的情况下，免费为客户办理调档、二签材料组织和递交；移民顾问不收取额外费用，客户仅需要支付向 IRCC 的签证申请费。如二次申请仍旧被拒签，在客户客观条件不发生变化的情况下，移民顾问不鼓励客户多次重新递交，移民顾问会免费为客户提供后续申请和客观条件改善的建议，并有权根据本协议第二条中止服务。

4.3 The Client confirms that after the above-mentioned service scope is confirmed and the payment is paid, RCIC will arrange working hours, start the preliminary preparation and the related immigration laws and regulations research, and may incur necessary third-party costs. In principle, the RCIC will not accept any refund requests for services where work has already been partially performed.

4.3 客户确认，上述服务范围确认并且款项支付后，移民顾问即会安排工作时间，启动前期准备和有关的移民法律法规的预研工作，并且可能会产生必要的第三方费用。原则上，移民顾问不会接受其已经发生部分工作的任何退款要求。

4.4 Upon reaching a written confirmation with the Client regarding the refund terms and specific amount, the RCIC shall process the refund via electronic transfer through the banking payment system. Considering the transaction fees charged by the transferor's bank and the time costs associated with processing the refund, the RCIC requires, and the Client agrees, that a processing fee of CAD 50 shall be charged by the RCIC and CedarHill

Immigration Consulting Inc. for each refund transaction. This fee is intended to cover the transferor's bank's fees and associated administrative costs. Accordingly, the amount paid to the Client will be reduced by CAD 50. Please note that the Client's receiving bank may also impose additional fees, and the final amount credited to the Client's account will be subject to such deductions.

4.4 移民顾问在与客户书面确定退款约定和具体金额后，将通过银行支付系统的电子转账方式向客户退回相关款项；考虑到银行收取的转账手续费，及操作退款可能带来的时间成本，移民顾问要求，并且客户同意，每次退款移民顾问及 CedarHill Immigration Consulting Inc. 将收取50加币的办理费用，用于承担银行收取的转账成本和有关人力成本。具体而言，向客户支付的金额将扣除50加币。请注意，客户的收款银行可能也会收取额外的费用，具体入账金额以实际为准。

4.5 In the event the Client is unable to contact the RCIC and has reason to believe the RCIC may be unreachable, incapacitated, etc., the Client should contact College of Immigration and Citizenship Consultants.

4.5 如果客户无法联系移民顾问，并且有理由认为移民顾问可能已经失联，丧失工作能力等，则客户应联系 College of Immigration and Citizenship Consultants。

## **5. Dispute Resolution 争议解决**

5.1 In the event of a dispute related to the Code of Professional Ethics, the Client and RCIC are to make every effort to resolve the matter between the two parties. In the event a resolution cannot be reached, the Client is to present the complaint in writing to the RCIC and allow the RCIC 15 business days to respond to the Client. In the event the dispute is still unresolved, the Client may follow the complaint and discipline procedure outlined by the Council on their website under the heading "File a Complaint".

5.1 如有与《职业道德守则》有关的争议，客户和移民顾问将尽一切努力解决双方之间的问题。如果无法达成解决方案，则客户应以书面形式向移民顾问提出投诉，并允许移民顾问在15个工作日内答复客户。如果仍未解决争议，则客户可以遵循监管协会在其网站上“投诉”标题下概述的投诉和纪律程序。

CICC Contact Information CICC 联系方式

College of Immigration and Citizenship Consultants ("CICC")

5500 North Service Rd., Suite 1002

Burlington, ON, L7L 6W6, Canada

Toll-free: 1-877-836-7543

Email: complaints@college-ic.ca

## **6. Confidentiality 保密条款**

6.1 All information and documentation reviewed by the RCIC, required by IRCC and all other governing bodies, and used for the preparation of the application will not be divulged to any third party, other than agents and employees, without prior consent, except as demanded by law. The RCIC, and all agents and employees of the RCIC, are also bound by the confidentiality requirements of Article 8 of the Code of Professional Ethics.

6.1 除非法律要求，未经客户同意，由移民顾问经手审阅的用于客户向 IRCC 和所有其他政府机构提交的移民信息和文档，不得泄露给除移民顾问雇员、代理的任何第三方。移民顾问以及移民顾问的所有代理和雇员也受《职业道德守则》第8条的保密要求约束。

6.2 The Client agrees to the use of electronic communication and storage of confidential information. The RCIC will use his/her best efforts to maintain a high degree of security for electronic communication and information storage.

6.2 客户同意使用电子通讯和存储机密信息。移民顾问将竭尽全力为电子通信和信息存储保持高度的安全性。

## **7. Force Majeure 不可抗力**

7.1 The RCIC's failure to perform any term of this Retainer Agreement, as a result of conditions beyond his/her control such as, but not limited to, governmental restrictions or subsequent legislation, war, strikes, or acts of God, shall not be deemed a breach of this Agreement.

7.1 移民顾问因其无法控制的条件（例如但不限于政府限制或随后的立法、战争、罢工或自然灾害）而无法执行本“聘用协议”的任何条款，均不得视为移民顾问违反本协议。

## **8. Change Policy 变更条款**

8.1 The Client acknowledges that if the RCIC is asked to act on the Client's behalf on matters other than those outlined above in this Agreement, or because of a material change in the Client's circumstances, or because of material facts not disclosed at the outset of the application, or because of a change in government legislation regarding the processing of immigration or citizenship related applications, both parties can make corresponding amendments to the agreement under consensus.

8.1 客户承认，如果要求移民顾问代表客户在本协议以上未述及的事项上代表客户行事，或者由于客户情况的重大变化，或者由于在申请开始时未披露的重大事实，或由于政府在处理移民或公民身份相关申请方面的法律有所变更，双方协商一致下可以对协议进行相应修改。

## **9. Termination 终止条款**

9.1 This Agreement is considered terminated upon completion of tasks identified under section 2 of this agreement.

9.1 本协议被视为在完成根据本协议第2条确定的任务后终止。

9.2 This Agreement is considered terminated if material changes occur to the Client's application or eligibility, which make it impossible to proceed with services detailed in section 2 of this Agreement.

9.2 如果客户的申请或资格发生重大变更，导致无法继续执行本协议第2条中详述的服务，则本协议被视为已终止。

## **10. Discharge or Withdrawal of Representation 解除或撤回代表权**

10.1 The Client may discharge representation and terminate this Agreement, upon writing, at which time any outstanding fees or Disbursements in Client's account will be remitted by the RCIC to the client.

10.1 客户有权以书面形式解除并终止本协议，届时移民顾问将退还客户账户中的剩余金额，包括任何未支出或发生的费用。

10.2 Pursuant to Article 11 of the Code of Professional Ethics, the RCIC may withdraw representation and terminate this Agreement, upon writing, provided withdrawal does not cause prejudice to the Client, at which time, the RCIC will refund any remaining funds in the client's account, including any unspent or incurred fees.

10.2 根据《职业道德守则》第11条，移民顾问可以书面形式撤回并终止本协议，前提是撤回不会侵害客户，届时移民顾问将退还客户账户中的剩余金额，包括任何未支出或发生的费用。

## **11. Governing Law 适用法律**

11.1 This Agreement shall be governed by the laws in effect in the Province of Ontario, and the federal laws of Canada applicable therein and except for disputes pursuant to Section 5

hereof, any dispute with respect to the terms of this Agreement shall be decided by a court of competent jurisdiction within the Province of Ontario.

11.1 本协议应受安大略省现行法律和其中适用的加拿大联邦法律管辖，除根据本协议第5条提出的争议外，与本协议条款有关的任何争议均应由法院裁决在安大略省的管辖范围内。

## **12. Miscellaneous 杂项**

12.1 The Client expressly authorizes the RCIC to act on his/her behalf to the extent of the specific functions which the RCIC was retained to perform, as per Section 2 hereof.

12.1 客户明确授权移民顾问按照本协议第2条的规定，在保留移民顾问履行的特定职能的范围内代表其行事。

12.2 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, warranties, representations, negotiations and discussions, whether oral or written, of the parties except as specifically set forth herein.

12.2 本协议构成双方之间就本协议主题的全部协议，并取代双方以前的所有口头或书面协议，谅解，保证，陈述，谈判和讨论，无论是口头还是书面形式。

12.3 This Agreement shall be binding upon the parties hereto and their respective heirs, administrators, successors and permitted assigns.

12.3 本协议对双方及其各自的继承人、管理人、继任人和允许的受让人具有约束力。

12.4 This Agreement may only be altered or amended when such changes are made in writing and executed by the parties hereto.

12.4 本协议只有在双方书面约定并签字后才能更改或修改。

12.5 The provisions of this Agreement shall be deemed severable. If any provision of this Agreement shall be held unenforceable by any court of competent jurisdiction, such provision shall be severed from this Agreement, and the remaining provisions shall remain in full force and effect.

12.5 本协议的条款应视为可分割的。如果本协议中的任何条款被具有管辖权的法院裁定无法执行，则该条款应与本协议相分离，其余条款应保持全部效力。

12.6 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and agreements contained in this Agreement.

12.6 本协议中使用的标题仅是为了方便起见，而不以任何方式解释为对本协议中所包含的约定和协议的增加或限制。

12.7 Each of the parties hereto shall do and execute or cause to be done or executed all such further and other things, acts, deeds, documents and assurances as may be necessary or reasonably required to carry out the intent and purpose of this Agreement fully and effectively.

12.7 本协议的各当事方均应具有充分执行本协议的意图和目的，并有效为充分执行本协议的意图和目的而进行进一步执行或促使完成或执行所有此类进一步的事情以及其他行为、行动、文件和保证。

12.8 The Client acknowledges that he/she has had sufficient time to review this Agreement and has been given an opportunity to obtain independent legal advice and translation prior to the execution and delivery of this Agreement. In the event the Client did not seek independent legal advice prior to signing this Agreement, he/she did so voluntarily without any undue pressure and agrees that the failure to obtain independent legal advice shall not be used as a defense to the enforcement of obligations created by this Agreement.

12.8 客户确认，他/她有足够的时间审查本协议，并有机会在执行和交付本协议之前获得独立的法律建议和翻译。如果客户在签署本协议之前未寻求独立法律意见，则他/她自愿地寻求该法律意见而没有任何不当压力，并同意不应将未获得独立法律意见作为对根据本协议所履行义务执行的抗辩理由。

12.9 Furthermore, the Client acknowledges that he/she has received a copy of this Agreement and agrees to be bound by its terms.

12.9 此外，客户确认他/她已收到本协议的副本，并同意受其条款的约束。

12.10 This agreement will become effective after RCIC and the customer sign, and the customer completes the payment specified in section 2 of this agreement.

12.10 本协议在移民顾问及客户签字，并且客户完成支付本协议第2条所规定的费用后生效。

12.11 The Client acknowledges that he/she has requested that the Agreement be written in the English language and the Chinese translation is for reference only.

12.11 客户确认他/她已要求以英文写成协议，中文译本仅供参考。

IN WITNESS THEREOF this Agreement has been duly executed by the parties hereto on the date first above written.

兹以此为准，当事各方已于上述日期正式签署本协议。

**Signature of Client 客户签字**

**Signature of RCIC 移民顾问签字**

**Signed by First Name (p1) Last Name (p1)**

**Signed by Yong Yu (Frank, RCIC 706621)  
CedarHill Immigration Consulting Inc.**



The rest of this page does not contain any agreement terms or substantive content  
本页剩余部分无任何协议条款或实质性内容。



# Student Recruitment Services Agreement

## 学校申请服务协议

Today's Date (mm/dd/yyyy)

ID and Name 编号及姓名: First Name (p1) Last Name (p1)

E-mail Address 电子邮件地址: Email (p1)

Location 所在地: Street Address (p1) City (p1) State (p1) Country (p1)

and 与

### CedarHill Immigration Consulting Inc.

This Agreement is made on above date between CedarHill Immigration Consulting Inc. ("CEDARHILL"), located at 511 Lacolle Way, Suite 8064, Ottawa, ON, K4A 5B6 and above-mentioned (the "Client").

本协议是在上述日期由位于511 Lacolle Way, Suite 8064, Ottawa, ON, K4A 5B6的CedarHill Immigration Consulting Inc. (以下简称"CEDARHILL") 与上述客户 (以下简称"客户") 签署。

WHEREAS the Client and the CEDARHILL wish to enter into a written agreement which contains the agreed upon terms and conditions upon which the CEDARHILL will provide his/her services to the Client.

鉴于客户和CEDARHILL希望签订一份书面协议, 其中包含CEDARHILL将向客户提供服务的商定条款和条件。

IN CONSIDERATION of the mutual covenants contained in this Agreement, the parties agree as follows:

考虑到本协议所包含的共同约定, 双方同意如下:

#### 1. Conflict interest and disclosures 利益冲突和披露

In view of the related Canadian law and regulations (Code of Professional Conduct for College of Immigration and Citizenship Consultant's Licensees), restrictions are imposed on Regulated Canadian Immigration Consultant in Student Recruitment Services.

鉴于加拿大相关法规 (Code of Professional Conduct for College of Immigration and Citizenship Consultant's Licensees) 对持牌移民顾问在 Student Recruitment Services 领域做出的相关限制性规定。

To avoid conflicts of interest and any possible confusion, CEDARHILL makes the following information disclosure for Student Recruitment Services:

为了避免利益冲突和任何可能的误解, CEDARHILL 就 Student Recruitment Services 做出如下信息披露:

1.1 CEDARHILL's Regulated Canadian Immigration Consultant do NOT directly or indirectly participate in the work related to Student Recruitment Services. Specific school selection and application work are completed by international student advisor.

1.1 CEDARHILL 聘用的持牌移民顾问不直接参与 Student Recruitment Services 相关工作, 具体学校选择申请等工作由CEDARHILL 聘用的留学顾问完成。

1.2 The Client has been informed that Student Recruitment Services and visa or immigration service are independent and unrelated services, and the client chooses the relevant service independently, and CEDARHILL does not require bundling or other binding. CEDARHILL and

Client both believe above law and regulation does not apply to this agreement.

1.2 客户已经知晓 Student Recruitment Services 与对应的签证或移民服务是独立且无关联的服务，客户自主选择相关服务，CEDARHILL 并未要求进行捆绑销售或其他绑定。CEDARHILL与客户均认为上述法规并不适用于本协议。

1.3 This agreement and related services are signed between CEDARHILL and the client, and fees are charged to pay the salary of the international student advisor and company's operating expense. In addition, the client is aware that if the school's application is successful, the school may pay a commission to CEDARHILL.

1.3 本合同及相关服务是 CEDARHILL 公司与客户签署，收取费用用于支付留学顾问的薪酬及相关运营成本。另外，客户知晓，如果学校申请成功，校方有可能向 CEDARHILL 公司支付佣金。

## **2. CEDARHILL Responsibilities and Commitments CEDARHILL的责任和承诺**

2.1 The Client asked CEDARHILL, and CEDARHILL has agreed, to act for the Client in the matter of school application. More details of the services and work scope has been defined in the Schedule A of this agreement. This agreement will take effect only after the Client has fulfilled its payment obligations outlined in the Schedule A.

2.1 客户要求CEDARHILL，并且CEDARHILL同意就学校申请事宜代表客户行事。具体服务和工作范围在本协议的附件A中被定义。本协议仅在客户履行付款义务后生效。

2.2 The Client acknowledges and understands that the details, procedures, and deliverables of the services provided by CEDARHILL may vary based on the specific requirements of the application project. CEDARHILL cannot fix the specific details, procedures, or deliverables in the agreement. However, CEDARHILL undertakes to strictly adhere to the requirements of school application process defined by education institution throughout the service delivery process and to provide all documents and application statements, along with explanations of their content, to the Client for review and confirmation prior to submission.

2.2 客户理解并知悉，CEDARHILL提供的学校申请服务细节、流程、交付件等会因具体申请项目的要求而变化。CEDARHILL无法在合同中固化服务细节、流程、交付件等细节因素；CEDARHILL承诺在服务交付过程中严格目标学校的具体申请要求，并在递交之前将全部文件及申请陈述解释内容发回给客户审阅确认。

## **3. Client Responsibilities and Commitments 客户责任与承诺**

3.1 The Client must provide, upon request from the CEDARHILL: all necessary documentation and all documentation in English or French, or with an English or French translation. CEDARHILL is not responsible for document translation or notarization.

3.1 客户必须根据CEDARHILL的要求提供：所有必要的文件，所有使用英文或法文，或英文或法文翻译的文档。CEDARHILL并不负责文件的翻译或公证工作。

3.2 The Client understands that he/she must be accurate and honest in the information he/she provides and that any inaccuracies may void this Agreement, or seriously affect the outcome of the application or the retention of any admission may obtain. CEDARHILL's obligations under this Agreement are null and void if the Client knowingly provides any inaccurate, misleading or false material information. The Client's financial obligations remain.

3.2 客户了解，他/她必须对自己提供的信息准确，诚实，并且任何不正确之处均可能使本协议无效，或严重影响申请结果或保留其可能获得的任何录取资格。如果客户在知情的情况下提供任何不准确，误导或虚假的重要信息，CEDARHILL在此协议下的义务即告无效，但客户的财务义务仍然存在。

3.3 The Client shall understand and respect that CEDARHILL is a professional retained by the Client. During the term of this Agreement, CEDARHILL shall be the Client's primary source for

advice regarding scholl application related matters. If the Client independently contacts education institution or seeks third-party opinions without consulting or informing CEDARHILL, resulting in negative application outcomes or other uncontrollable circumstances, CEDARHILL shall bear no liability. The Client acknowledges that resolving such negative outcomes may incur additional fees for retaining CEDARHILL.

3.3 客户应理解并尊重CEDARHILL是其聘请的专业人士；在合同执行期间，CEDARHILL应是客户征求加拿大留学申请的首要人选。如客户在没有征求或告知CEDARHILL的情况下，独自与学校或教育机构取得联系，或征求第三方意见，并因此导致的负面申请结果或其他不可控情况，CEDARHILL对此不承担责任；客户知悉如需解决此类负面结果可能产生额外的费用。

3.4 The Client is to immediately advise CEDARHILL of any change in the language exam, current academic status, family, or civil status or change of physical address or contact information for any person included in the application.

3.4 客户应立即将任何语言成绩、当前学业状态、家庭或公民身份的变化或实际地址或联系信息的变化告知CEDARHILL。

#### **4. Fee and Payment Method 计费和支付方式**

4.1 For above-mentioned task, CEDARHILL's flat rate has been defined in the Schedule A of this agreement.

4.1 就上述任务，CEDARHILL 收取固定费用在本协议的附件A中被定义。

4.2 Be advised that the quotation provided by CEDARHILL includes a specific number of schools or programs to be applied for, but the finalization of pricing or the confirmation of service completion is contingent upon the client's acceptance by the institution. Specifically, if the actual number of applications submitted is less than the number stipulated in the quotation, but the client has received a satisfactory admission, then CEDARHILL will not refund any portion of the service fee on a prorated basis.

4.2 请注意，CEDARHILL 提供的报价中包括了具体申请的学校或专业数量，但具体计价或服务的完成确认，以客户获得录取为准。具体而言，如实际申请的学校数量小于报价中的约定数量，但客户已经获得了满意录取，则CEDARHILL不会按比例退回其余的服务费用。

4.3 The schools or programs for which applications are submitted shall be determined after consultation between the client and CEDARHILL. In the event that the client has received an admission offer from a school but chooses to forgo paying the deposit or to decline enrollment, such circumstances shall also be considered as the completion of service delivery.

4.3 递交申请的学校或专业由客户和CEDARHILL商讨后确定。在已经获得学校录取，但客户放弃缴纳押金或放弃入学的情況下，也视同服务交付完成。

#### **5. Refund Policy 退款政策**

5.1 If the Client does not have any other supplementary agreement with CEDARHILL, then the following terms in this section apply.

5.1 如客户与 CEDARHILL 无其他补充协议，则本节如下条款适用。

5.2 The Client acknowledges that the issuing of a school acceptance and the time required for processing this application is at the sole discretion of the school or education board and not the CEDARHILL. Furthermore, the Client acknowledges that fees are not refundable in the event of an application refusal.

5.2 客户承认，学校录取以及处理此申请所需的时间由学校或教育局而非CEDARHILL自行决定。此外，客户承认在拒绝申请的情况下不退还费用。

5.3 If, despite efforts, none of the aforementioned agreed-upon schools admit the client, the client may negotiate with CEDARHILL, and CEDARHILL commits to adding applications to other schools that match the client's actual academic qualifications free of charge.

5.3 如经过努力后，上述约定申请的学校均没有录取客户，客户与CEDARHILL协商并且CEDARHILL承诺免费增加申请匹配客户实际学术条件的其他学校。

5.4 If, after the additional applications, no admission is still received, CEDARHILL will provide the client with free advice on subsequent applications and suggestions for improving objective conditions, and it reserves the right to suspend services in accordance with Section 2 of this agreement.

5.4 如补充申请后仍旧没有收到录取，CEDARHILL 会免费为客户提供后续申请和客观条件改善的建议，并有权根据本协议第二条中止服务。

5.5 The Client confirms that after the above-mentioned service scope is confirmed and the payment is paid, CEDARHILL will arrange working hours, start the preliminary preparation and the related education program research, and may incur necessary third-party costs. In principle, CEDARHILL will not accept any refund requests for services where work has already been partially performed.

5.5 客户确认，上述服务范围确认并且款项支付后，CEDARHILL 即会安排工作时间，启动前期准备和有关的留学项目的预研工作，并且可能会产生必要的第三方费用。原则上，CEDARHILL 不会接受其已经发生部分工作的任何退款要求。

5.6 Upon reaching a written confirmation with the Client regarding the refund terms and specific amount, CEDARHILL shall process the refund via electronic transfer through the banking payment system. Considering the transaction fees charged by the transferor's bank and the time costs associated with processing the refund, CEDARHILL requires, and the Client agrees, that a processing fee of CAD 50 shall be charged by CEDARHILL for each refund transaction. This fee is intended to cover the transferor's bank's fees and associated administrative costs. Accordingly, the amount paid to the Client will be reduced by CAD 50. Please note that the Client's receiving bank may also impose additional fees, and the final amount credited to the Client's account will be subject to such deductions.

5.6 CEDARHILL 在与客户书面确定退款约定和具体金额后，将通过银行支付系统的电子转账方式向客户退回相关款项；考虑到银行收取的转账手续费，及操作退款可能带来的时间成本，CEDARHILL 要求，并且客户同意，每次退款 CEDARHILL 将收取 50 加币的办理费用，用于承担银行收取的转账成本和有关人力成本。具体而言，向客户支付的金额将扣除 50 加币。请注意，客户的收款银行可能也会收取额外的费用，具体入账金额以实际为准。

## **6. Confidentiality 保密条款**

6.1 All information and documentation reviewed by CEDARHILL, required by education institution and all other governing bodies, and used for the preparation of the application will not be divulged to any third party, other than agents and employees, without prior consent, except as demanded by law.

6.1 除非法律要求，未经客户同意，由 CEDARHILL 经手审阅的用于客户向教育机构和所有其他政府机构提交的申请信息和文档，不得泄露给除CEDARHILL 雇员、代理的任何第三方。

6.2 The Client agrees to the use of electronic communication and storage of confidential information. CEDARHILL will use his/her best efforts to maintain a high degree of security for electronic communication and information storage.

6.2 客户同意使用电子通讯和存储机密信息。CEDARHILL 将竭尽全力为电子通信和信息存储保持高度的安全性。

## **7. Force Majeure 不可抗力**

7.1 CEDARHILL's failure to perform any term of this Agreement, as a result of conditions beyond his/her control such as, but not limited to, governmental restrictions or subsequent legislation, war, strikes, or acts of God, shall not be deemed a breach of this Agreement.

7.1 CEDARHILL 因其无法控制的条件（例如但不限于政府限制或随后的立法、战争、罢工或自然灾害）而无法执行本协议的任何条款，均不得视为 CEDARHILL 违反本协议。

## **8. Change Policy 变更条款**

8.1 The Client acknowledges that if CEDARHILL is asked to act on the Client's behalf on matters other than those outlined above in this Agreement, or because of a material change in the Client's circumstances, or because of material facts not disclosed at the outset of the application, or because of a change in government legislation regarding the processing of related applications, both parties can make corresponding amendments to the agreement under consensus.

8.1 客户承认，如果要求 CEDARHILL 代表客户在本协议以上未述及的事项上代表客户行事，或者由于客户情况的重大变化，或者由于在申请开始时未披露的重大事实，或由于政府在处理相关申请方面的法律有所变更，双方协商一致下可以对协议进行相应修改。

## **9. Termination 终止条款**

9.1 This Agreement is considered terminated upon completion of tasks identified under section 2 of this agreement.

9.1 本协议被视为在完成根据本协议第2条确定的任务后终止。

9.2 This Agreement is considered terminated if material changes occur to the Client's application or eligibility, which make it impossible to proceed with services detailed in section 2 of this Agreement.

9.2 如果客户的申请或资格发生重大变更，导致无法继续执行本协议第2条中详述的服务，则本协议被视为已终止。

## **10. Governing Law 适用法律**

10.1 This Agreement shall be governed by the laws in effect in the Province of Ontario, and the federal laws of Canada applicable therein, any dispute with respect to the terms of this Agreement shall be decided by a court of competent jurisdiction within the Province of Ontario.

10.1 本协议应受安大略省现行法律和其中适用的加拿大联邦法律管辖，与本协议条款有关的任何争议均应由法院裁决在安大略省的管辖范围内。

## **11. Miscellaneous 杂项**

11.1 The Client expressly authorizes CEDARHILL to act on his/her behalf to the extent of the specific functions which CEDARHILL was retained to perform, as per Section 2 hereof.

11.1 客户明确授权 CEDARHILL 按照本协议第 2 条的规定，聘请 CEDARHILL 履行的特定职能的范围内代表其行事。

11.2 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, warranties, representations, negotiations and discussions, whether oral or written, of the parties except as specifically set forth herein.

11.2 本协议构成双方之间就本协议主题的全部协议，并取代双方以前的所有口头或书面协议，谅解，保证，陈述，谈判和讨论，无论是口头还是书面形式。

11.3 This Agreement shall be binding upon the parties hereto and their respective heirs, administrators, successors and permitted assigns.

11.3 本协议对双方及其各自的继承人、管理人、继任人和允许的受让人具有约束力。

11.4 This Agreement may only be altered or amended when such changes are made in writing and executed by the parties hereto.

11.4 本协议只有在双方书面约定并签字后才能更改或修改。

11.5 The provisions of this Agreement shall be deemed severable. If any provision of this Agreement shall be held unenforceable by any court of competent jurisdiction, such provision shall be severed from this Agreement, and the remaining provisions shall remain in full force and effect.

11.5 本协议的条款应视为可分割的。如果本协议中的任何条款被具有管辖权的法院裁定无法执行，则该条款应与本协议相分离，其余条款应保持全部效力。

11.6 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and agreements contained in this Agreement.

11.6 本协议中使用的标题仅是为了方便起见，而不以任何方式解释为对本协议中所包含的约定和协议的增加或限制。

11.7 Each of the parties hereto shall do and execute or cause to be done or executed all such further and other things, acts, deeds, documents and assurances as may be necessary or reasonably required to carry out the intent and purpose of this Agreement fully and effectively.

11.7 本协议的各当事方均应具有充分执行本协议的意图和目的，并有效为充分执行本协议的意图和目的而进行进一步执行或促使完成或执行所有此类进一步的事情以及其他行为、行动、文件和保证。

11.8 The Client acknowledges that he/she has had sufficient time to review this Agreement and has been given an opportunity to obtain independent legal advice and translation prior to the execution and delivery of this Agreement. In the event the Client did not seek independent legal advice prior to signing this Agreement, he/she did so voluntarily without any undue pressure and agrees that the failure to obtain independent legal advice shall not be used as a defense to the enforcement of obligations created by this Agreement.

11.8 客户确认，他/她有足够的时间审查本协议，并有机会在执行和交付本协议之前获得独立的法律建议和翻译。如果客户在签署本协议之前未寻求独立法律意见，则他/她自愿地寻求该法律意见而没有任何不当压力，并同意不应将未获得独立法律意见作为对根据本协议所履行义务执行的抗辩理由。

11.9 Furthermore, the Client acknowledges that he/she has received a copy of this Agreement and agrees to be bound by its terms.

11.9 此外，客户确认他/她已收到本协议的副本，并同意受其条款的约束。

11.10 This agreement will become effective after CEDARHILL's authorized signatory and the customer sign, and the customer completes the payment specified in section 2 of this agreement.

11.10 本协议在 CEDARHILL 的授权签字人及客户签字，并且客户完成支付本协议第 2 条所规定的费用后生效。

11.11 The Client acknowledges that he/she has requested that the Agreement be written in the English language and the Chinese translation is for reference only.

11.11 客户确认他/她已要求以英文写成协议，中文译本仅供参考。

11.12 The authorized signatory below (Yong Yu) is a shareholder and executive director of CedarHill Immigration Consulting Inc., as well as a Regulated Canadian Immigration Consultant (RCIC). Pursuant to Article 18 of the Regulated Canadian Immigration Consultants (RCICs) Code of Professional Conduct concerning student recruitment services, the signatory does not participate in the selection or application process for schools on behalf of the Client. Such tasks are carried out independently by the company's ISA. This agreement is entered into between the Client and CedarHill Immigration Consulting Inc. and is not governed by the aforementioned Code of Professional Conduct.

11.12 下述授权签字人 (Yong Yu) 是CedarHill Immigration Consulting Inc.公司的股东及执行董事, 同时也是加拿大持牌移民顾问 (RCIC)。根据 Regulated Canadian Immigration Consultants (RCICs) Code of Professional Conduct. 第18条关于 Student Recruitment Services 的规定, 签字人并不参与客户学校申请和选择等具体工作, 以上工作由公司的留学顾问独立完成。此协议系客户与 CedarHill Immigration Consulting Inc. 公司签署, 不受上述 Code of Professional Conduct 管辖。

IN WITNESS THEREOF this Agreement has been duly executed by the parties hereto on the date first above written.

兹以此为准, 当事各方已于上述日期正式签署本协议。

**Signature of Client 客户签字**

**Signature of CEDARHILL**

**Signed by First Name (p1) Last Name (p1)**

**Signed by Yong Yu, Authorized Signatory  
CedarHill Immigration Consulting Inc.**

The rest of this page does not contain any agreement terms or substantive content  
本页剩余部分无任何协议条款或实质性内容。

# Supplemental Agreement

## 补充协议

Today's Date (mm/dd/yyyy)

ID and Name 编号及姓名: **First Name (p1)** **Last Name (p1)**

E-mail Address 电子邮件地址: **Email (p1)**

Location 所在地: **Street Address (p1)** **City (p1)** **State (p1)** **Country (p1)**

and 与

### CedarHill Immigration Consulting Inc.

This agreement serves as a supplemental agreement to the School Application Services Agreement entered into by the Client and CedarHill Immigration Consulting Inc. and the Retainer Agreement entered into by the Client and CedarHill's licensed immigration consultant. Its purpose is to delineate the detailed provisions of study, visa, and immigration services provided by CedarHill and its licensed immigration consultants to the Client, define the rights and obligations between the Client and CedarHill, and outline specific implementation plans.

本协议系上述客户与CedarHill Immigration Consulting Inc. 签订的《School Application Services/学校申请服务协议》和 CedarHill 下属持牌移民顾问签订的《Retainer Agreement/移民顾问服务聘用协议》的补充协议, 旨在界定 CedarHill 及CedarHill 下属持牌移民顾问为客户提供留学、签证移民服务的细则、客户与 CedarHill 之间的权利义务, 和具体的执行方案。

Whereas, the Client seeks comprehensive professional services during the process of applying for study permits, visas, and immigration to ensure consistency of documentation, avoid potential errors from self-application, and receive professional advice throughout the process; and Whereas, in consideration of the mutual covenants contained herein, the Parties agree as follows:

鉴于客户希望在申请留学、签证和移民过程中获得全程专业服务, 以确保材料一致性, 避免客户独立申请可能的错误, 以及在此过程中获得专业的咨询意见, 考虑到本协议所包含的共同约定, 双方同意如下:

### 1. Scope of Services 服务范围

1.1 CedarHill agrees to provide the Client with comprehensive services for study admission applications, visas (including but not limited to visitor visas, study permits, spousal work permits, post-graduation work permits, and potential extensions), and permanent residency applications, as specifically detailed below.

- Study Admission Applications: CedarHill will submit applications to the number of schools agreed upon in Schedule A on behalf of the Client.
- Visa Services: CedarHill will apply for necessary visas, as agreed in Schedule A, for the Client and family members (spouse and accompanying children only). During this period, CedarHill will provide visa-related consulting services, primarily via email, with Zoom meetings as necessary.
- Permanent Residency Application Services: This includes potential provincial nomination applications, Federal Express Entry applications, or regular immigration pathways. The immigration pathways will typically depend on the Client's school program and province of residence. CedarHill will plan potential pathways in advance, with specific services determined by Schedule A.



1.1 CedarHill 为客户提供留学录取申请、必要的签证（包括但不限于旅签、学签、配偶工签、毕业工签及可能的续签）和永久居民申请的整体服务，具体细分如下：

- 留学录取申请：按「附件 A」中约定的数量为客户申请学校。
- 签证服务：按「附件 A」中约定的范围为客户和家庭成员（仅限配偶和同行的子女）申请必要的签证。在此期间，CedarHill 为客户提供签证相关咨询服务（主要通过电子邮件的方式，必要时会采用 Zoom 会议）。
- 永久居民申请服务：包括可能的省提名申请，联邦快速通道或常规途径的移民申请等服务。通常，移民申请的途径会根据客户就读的学校专业和所在省份有关，CedarHill 会提前规划可能的路径。具体服务以「附件 A」中约定的范围为准。

1.2 CedarHill, as a professional study and immigration consulting firm, provides services within its areas of expertise. The following services are not included within the scope of this Agreement: any services outside the scope of study or visa applications (e.g., purchasing property, purchasing vehicles, arranging for children's schooling, or relocation services), and any services involving unlawful activities, such as the buying or selling of employment for employer-sponsored applications, or any actions violating Canadian immigration laws or other regulations.

1.2 CedarHill 系专业留学和移民顾问服务公司，CedarHill 希望在自身专业领域内为客户提供专业服务，但 CedarHill 及本协议的服务范围不涉及如下内容：留学、签证以外的任何其他服务（包括但不限于：购房、购车、子女入学、安家等等），以及需要买卖工作等暗箱操作式雇主担保，及任何违反加拿大移民法和其他法律法规的事项。

1.3 In compliance with the Code of Professional Conduct for College of Immigration and Citizenship Consultant's Licensees, licensed immigration consultants employed by CedarHill do not directly participate in Student Recruitment Services. Relevant clauses are explicitly set forth in the School Application Services Agreement.

1.3 鉴于加拿大相关法规（Code of Professional Conduct for College of Immigration and Citizenship Consultant's Licensees）对持牌移民顾问在 Student Recruitment Services 领域做出了如下限制性规定，CedarHill 持牌顾问聘用的持牌移民顾问不直接参与 Student Recruitment Services 相关工作，具体条款已经在《School Application Services/学校申请服务协议》明确。

## **2. Service Fees 服务费用**

2.1 By mutual agreement between the Parties, the service fees associated with this Agreement are specified in Schedule A (hereinafter referred to as the "Service Fees").

2.1 经双方协商一致，本协议涉及服务的费用在「附件 A」中约定，以下简称“服务费用”。

2.2 During the execution of services, CedarHill will make payments on behalf of the Client for certain third-party expenses, such as visa fees, biometric collection fees, permanent residency application fees, and school application fees. Consequently, CedarHill will collect an advance payment from the Client to cover these third-party expenses (hereinafter referred to as the "Third-Party Fees"). Upon the termination of this Agreement, CedarHill will reconcile the actual expenses against the advance payment, refunding any surplus or requesting reimbursement for any shortfall. Should the Third-Party Fees exceed the advance payment, CedarHill reserves the right to request the Client to provide additional funds in advance. The amount of Third-Party Fees is detailed in Schedule A.

2.2 服务执行时，CedarHill 将代表客户支付若干第三方费用，如签证费、指纹采集费、永久居民申请费、学校申请费等。因此 CedarHill 将向客户收取预收款，用于代付第三方费用（以下简称“第三方费用”）。最终本服务协议终止时，根据实际花费，多退少补。如第三方费用花费超过预收款数额，CedarHill 有权要求客户提前增补。第三方费用数量在「附件 A」中约定。

2.3 All third-party services not covered above, including but not limited to translation and notarization fees, medical examinations, and exploratory visits, shall be arranged and paid for by the Client independently.

2.3 除上述之外的所有第三方服务，包括但不限于：翻译公证费用、体检、考察等，均由客户自行办理并支付。

### **3. Fee Adjustments 费用变更**

3.1 The Parties agree that during the course of service execution, any changes to the fees shall follow the principles outlined below.

3.1 双方约定，在服务执行过程中，按如下原则进行可能的费用变更。

3.2 If there are significant changes in immigration policies that adversely impact the Client's subsequent applications, or if the Client wishes to add new applications or processing pathways, both parties shall negotiate fee adjustments. The revised pricing will reference CedarHill's official pricing for individual services as listed on its website.

3.2 如方案执行过程中，移民政策发生显著变化且不利于客户的后续办理，或客户希望增加新的申请或办理路径，则双方协商费用变更，定价变更参考 CedarHill 官方网站的单项报价。

3.3 In the event of extreme negative circumstances not caused by CedarHill—such as the issuance of a Procedural Fairness Letter requiring explanation, criminal charges against the Client, or interruption of the Client's academic program—both parties shall negotiate fee adjustments. Pricing changes will reference CedarHill's official pricing for individual services as listed on its website.

3.3 如出现非 CedarHill 一方过错导致的 Procedural Fairness Letter 解释、客户犯罪、学业中断等极端负面情况，双方协商费用变更，定价变更参考 CedarHill 官方网站的单项报价。

3.4 If there is any addition or reduction in family members during the service period, the Parties shall negotiate fee adjustments. As a general principle, fees shall only increase and not decrease.

3.4 如中途出现家庭成员增减，双方协商费用变更（原则上费用只增不减）。

### **4. Client Assurance Provisions 客户保障条款：**

4.1 As a general principle, the Client shall not request mid-term termination or refunds unless CedarHill commits gross negligence or the target immigration program undergoes significant changes. Refunds or termination of services require mutual agreement between the Parties. If the Client insists on terminating services and requesting a refund, completed and incomplete services (calculated based on actual workload) shall be deducted from the refund at CedarHill's retail (non-discounted) rates listed on its official website. Specific terms are as follows.

4.2 原则上（CedarHill 无重大过失，或目标移民项目无重大变化），客户不应要求中途退出或退款。退款或终止服务需要双方协商后确定。如客户坚持要求退款并中途终止服务，则已完成和未完成项目（根据实际工作量折算），并按公司官网零售（无折扣）价格扣除费用，具体约定如下。

4.2 If the study admission applications result in unsatisfactory outcomes (i.e., all admission applications are rejected by the schools), and the Client chooses to abandon further applications and declines CedarHill's proposed re-application plan, CedarHill shall refund 30% of the service fee for the study admission application phase. Additionally, fees for unutilized visa services and permanent residency application services (calculated based on actual workload) will be refunded, and this Agreement will be terminated.

4.2 如留学录取申请环节没有得到理想的结果（所有入学申请全部被学校拒绝），并且客户放弃，不再接受 CedarHill 提供的再申请方案，则 CedarHill 向客户退回留学录取申请环节服务费用的30%，及后续签

证服务和永久居民申请服务部分未发生服务的对应费用（根据实际工作量折算），并且终止本协议。

4.3 If a visa or permanent residency application is refused by the immigration authorities: CedarHill will provide a free case file request for review. If the Client is eligible for a second application, CedarHill will reapply free of charge (with the Client covering the visa fees). Should judicial review be necessary, additional fees will apply as stipulated in the Retainer Agreement.

4.3 签证服务和永久居民申请服务环节遭到移民局拒签后，CedarHill 将免费调档；如客户具备二签条件，CedarHill 免费重新申请（客户支付签证费）；如需要司法复核则另外收取费用，具体见Retainer Agreement/移民顾问服务聘用协议中的相关条款规定。

4.4 If visa application (e.g., a study permit) is refused: CedarHill will provide a free re-application. If the second application is unsuccessful, or the Client decides to abandon the application, fees for services already rendered in relation to the visa application will not be refunded. However, fees for unused visa services and permanent residency application services (calculated based on actual workload) will be refunded, and this Agreement will be terminated.

4.4 如访客签证服务的申请（如学签）被拒签，免费重新申请；如二次申请无结果，或客户放弃申请，对应已经发生的签证服务的费用不退，退回未发生的签证服务对应的费用和未发生的永久居民申请服务对应的费用（根据实际工作量折算），并且终止本协议。

4.5 If a permanent residency application is refused: If the Client remains eligible, CedarHill will resubmit the application free of charge. If the Client chooses to abandon the application, no fees will be refunded, and this Agreement will be terminated.

4.5 如永久居民申请服务被拒签，如客户具备条件，CedarHill 免费重新递交申请；如客户放弃申请，费用不退，并且终止本协议。

4.6 For any unforeseen circumstances not covered above, the Parties shall resolve the matter through mutual consultation.

4.6 未在上述内容涉及到的意外情况，双方协商解决。

## **5. General Provisions 一般性条款**

5.1 This Agreement is a supplemental agreement to the School Application Services Agreement entered into by the Client and CedarHill Immigration Consulting Inc. and the Retainer Agreement entered into by the Client and CedarHill's licensed immigration consultant. The general provisions of the School Application Services Agreement and the Retainer Agreement shall apply to this Agreement.

5.1 本协议系客户与CedarHill Immigration Consulting Inc. 签订的《School Application Services/学校申请服务协议》和 CedarHill 下属持牌移民顾问签订的《Retainer Agreement/移民顾问服务聘用协议》的补充协议，适用《School Application Services》和《Retainer Agreement》协议中的一般性条款。

IN WITNESS THEREOF this Agreement has been duly executed by the parties hereto on the date first above written.

兹以此为准，当事各方已于上述日期正式签署本协议。

**Signature of Client 客户签字**

**Signature of CEDARHILL**

**Signed by First Name (p1) Last Name (p1)**

**Signed by Yong Yu, Authorized Signatory  
CedarHill Immigration Consulting Inc.**

The rest of this page does not contain any agreement terms or substantive content  
本页剩余部分无任何协议条款或实质性内容。

SAMPLE

## Schedule A 附件 A

This Schedule A is an appendix to this Agreement. It is intended to define the scope of services and payment methods outlined in the corresponding agreements. For formatting convenience, the following scope of services and pricing may include those specified under the aforementioned agreement. All services are governed by the terms of respective agreements and any supplemental agreements, if applicable.

本附件 A 系客户与 CEDARHILL 签订的服务协议的附件，旨在界定上述协议中的服务范围和付款方式。为便于内容格式，下列服务范围和价格可能会包含协议中规定的服务范围，相关服务受各议条款和补充协议（如有）的约束。

### A1. Scope of Services and Pricing 服务范围和价格

A1.1 The following provisions shall define the scope of services and fees stipulated under this Retainer Agreement.

A1.1 如下内容是本聘用协议规定的服务范围和价格：

//-----//

在此插入具体报价

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### A2. Payment Methods 付款方式

A2.1 Considering the potential restrictions clients may face when exchanging foreign currency and making transfers from abroad, we offer the following five payment and transfer methods. Please read carefully.

A2.1 考虑到客户从境外更换外汇和转账等可能遇到的限制，我们提供如下五种付款转账方式，请仔细阅读。

A2.2 We will reserve time for your project consultants and relevant staff. **Please ensure payment is completed within 7 business days after signing the agreement.** Failure to make payment within this period may result in adjustments to service pricing and priority scheduling. If you encounter payment issues, please contact our staff member, Sophia (Email: sophia@cedarhill.io; WeChat: sophia817290; Phone: +86 18601748867). Once the payment is complete, please scan or take a photo of the transfer receipt and send it to Sophia for quick confirmation and project initiation.

A2.2 我司将为您的项目预留顾问和相关工作人员的时间，**请您务必在签约后7个工作日内完成付款**。如超过时间未完成支付，可能会导致服务价格及安排优先级的调整。如您付款遇到问题，请联系我司工作人员 Sophia（邮箱：sophia@cedarhill.io；微信：sophia817290；电话：18601748867），付款完成后，请把付款的转账凭证扫描或拍照发给 Sophia，以便我们快速确认支付和启动您的项目。

#### Methods (1): International Wire Transfer

The Client may remit fees via SWIFT international wire transfer using the following bank

details. When making the transfer, please ensure that the remittance fees are borne by the payer to ensure that the amount received by our company matches the contract amount in full.

Bank Name: Royal Bank of Canada  
Bank Address: 4120 Strandherd Dr, Ottawa, ON, K2J 0V2, Canada  
SWIFT Code: ROYCCAT2  
Transit Code: 01098  
Bank Code: 003  
CC Clearing Code: 000301098  
Account Name: CedarHill Immigration Consulting Inc.  
Account Number: 1013374  
Account Address: 5 Shamrock Place, Nepean, ON, K2R 1A9, Canada  
Routing/ABA Code: 021000021 (for transfers originating from the USA only)

### **付款方式（1）：跨境电汇**

客户可以使用如下银行信息，通过 SWIFT 跨境电汇的方式支付合同费用。汇款时请确保选择支付方承担汇款费用，确保我司实际入账金额与合同金额一致。

开户行： Royal Bank of Canada  
开户行地址： 4120 Strandherd Dr, Ottawa, ON, K2J 0V2, Canada  
SWIFT 代码： ROYCCAT2  
Transit 代码： 01098  
Bank 代码： 003  
CC 清算码： 000301098  
开户名： CedarHill Immigration Consulting Inc.  
账户号码： 1013374  
账户地址： 5 Shamrock Place, Nepean, ON, K2R 1A9, Canada  
Routing/ABA代码： 021000021（仅用于来自美国的汇款）

### **Methods (2): Direct Deposit within Canada**

If you are located within Canada and have a Canadian bank account, you may visit your bank branch to process a Direct Deposit using the following information:

Account Name: CedarHill Immigration Consulting Inc.  
Transit Code: 01098  
Bank Code: 003  
Account Number: 1013374

### **付款方式（2）：通过加拿大境内银行直接存款**

如您在加拿大境内，并且有加拿大银行的账户，可以前往您的银行柜台办理直接存款 (Direct Deposit)，向银行提供如下信息即可：

Account Name: CedarHill Immigration Consulting Inc.  
Transit Code: 01098  
Bank Code: 003  
Account Number: 1013374

### Methods (3): E-Transfer within Canada

If you are located within Canada and have a Canadian bank account, you may transfer funds via e-transfer using your online banking portal or app. Our e-transfer email address is: **frank@cedarhill.io**. Please note that e-transfer transactions are subject to daily transfer limits, and you may need to complete multiple transactions.

#### 付款方式 (3) : 加拿大境内e-transfer 支付

如您在加拿大境内, 并且有加拿大银行的账户, 可以通过您的网络银行, 以 e-transfer 方式转账, 我司接受 e-transfer 的邮件地址是: **frank@cedarhill.io**。请注意, e-transfer 方式资金转出有每日限额, 您可能需要分多笔完成。

### Methods (4): Credit Card Payment

If you hold a VISA/MasterCard/American Express credit card, we can accept payments via credit card. Due to higher processing fees, we will charge an additional 3.5% of the total amount to cover credit card transaction costs. Before using a credit card for payment, please contact our finance staff, Sophia, via email at [sophia@cedarhill.io](mailto:sophia@cedarhill.io), WeChat at [sophia817290](https://www.wechat.com/p/sophia817290), or phone at 18601748867.

#### 付款方式 (4) : 信用卡支付

如您持有 VISA/Master/或美国运通信用卡, 我司可以通过信用卡收款。由于信用卡收款有比较高的手续费, 我司需要额外收取上述费用总额的3.5% 用于填补信用卡的刷卡成本。请在使用信用卡支付之前, 与我司财务人员联系 Sophia 联系 (邮箱: [sophia@cedarhill.io](mailto:sophia@cedarhill.io); 微信: [sophia817290](https://www.wechat.com/p/sophia817290); 电话: 18601748867)。

### Methods (5): Private Account Payment

In the event that the Client, due to foreign exchange controls or other reasons, is unable to transfer funds from their private account in China to the aforementioned company account, the Client may, upon request, remit the funds to the following RCIC personal account. RCIC confirms that upon receipt of such funds, they will deposit the funds into the RCIC corporate trust account via check at the earliest opportunity.

Should the Client choose to make a transfer via this method, prior notification must be provided to our financial staff, who will contact Sophia (Email: [sophia@cedarhill.io](mailto:sophia@cedarhill.io); WeChat: [sophia817290](https://www.wechat.com/p/sophia817290); Phone: +86 18601748867). Additionally, **a transfer fee of no less than CAD 35 shall be added to the original contract price.** RCIC commits to depositing the transferred funds into the corporate account within 48 hours of receipt in their personal account. Please note that this method of transfer is not the recommended option. Clients are advised to prioritize the other four available transfer methods.

Bank Name:	Toronto-Dominion Bank, The
Bank Address:	1055 Dunsmuir St., Vancouver, BC, V7X 1P3, Canada
SWIFT Code:	TDOMCATTTOR
Transit Code:	02160
Bank Code:	004
CC Clearing Code:	000402160
Account Name:	Yong Yu
Account Number:	6702994
Account Address:	5 Shamrock Place, Nepean, ON, K2R 1A9, Canada

Routing/ABA Code: 026009593 (for transfers originating from the USA only)

#### 付款方式（5）：私人账户收款

如客户因外汇管制等原因，无法在中国实现私人账户到上述公司账户的转账，经客户要求，客户可以转入下述移民顾问个人账户。移民顾问承诺，确认在收到款项后，48 小时内入账到公司监管账户。如希望通过此类方式转账支付，请提前通知我司财务人员联系 Sophia 联系（邮箱：sophia@cedarhill.io；微信：sophia817290；电话：18601748867），**并在原有合同价格上，增加不少于 35 加币的转账手续费。**请注意，此类转账方式并不是推荐的方式，我们建议客户优先尝试其余四种转账方式。

开户行：Toronto-Dominion Bank, The  
开户行地址：1055 Dunsmuir St., Vancouver, BC, V7X 1P3, Canada  
SWIFT 代码：TDOMCATTOR  
Transit 代码：02160  
Bank 代码：004  
CC 清算码：000402160  
开户名：Yong Yu  
账户号码：6702994  
账户地址：5 Shamrock Place, Nepean, ON, K2R 1A9, Canada  
Routing/ABA代码：026009593（仅用于来自美国的汇款）

This concludes the body of the agreement.  
协议正文到此结束。

The rest of this page does not contain any agreement terms or substantive content  
本页剩余部分无任何协议条款或实质性内容。