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One Broadway, 14th floor

Cambridge MA 02142

USA

P. +1 (414) 412-4384

Email: martha@bostonec.com

**Agent Agreement**

between the “Program” (Boston Entrepreneurship Center) and the “Representative” (the Agent)

 **Agent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: (Street and number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code \_\_\_\_\_\_\_\_**

**Agency phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsible agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Boston Entrepreneurship Center’s Entrepreneurship Program at One Broadway, Cambridge, Massachusetts, in the United States, and the above named agent in the above country, enter into the following working relationship in order to provide opportunities for Business and cultural exchanges.

Foundation Documents:

**BEC Mission**

The Boston Entrepreneurship Center (BEC) invests in education, research and technology and encourages the next generation to become social entrepreneurs.

**BEC Entrepreneurship Program**

We offer a three month “Entrepreneurship Program” designed to accelerate career growth, create an international network and gain experience from Boston's most innovative companies. The program helps participants understand how to set up a startup step-by-step and consists of 3 courses (Public Speaking, Branding, and Startup), which help strengthen the key skills needed in the entrepreneurial and business world.

In any Working Agreement between BEC and the REPRESENTATIVE, both parties acknowledge that the BEC’s Mission Statement and the attached professional standards are the foundation for the present and future relationship. By signing this agreement, each representative acknowledges this foundation and agrees to act ethically, always keeping the student’s best interest paramount.

**Responsibilities of the PROGRAM:**

1. PROGRAM agrees to provide quality Entrepreneurship training to Agents
2. PROGRAM agrees to provide its representative with a full range of advertising and promotional materials about PROGRAM in its host cities.
3. PROGRAM agrees to provide a commission depending on experience. The commission can increase (including bonuses) depending on performance.

**Responsibilities of the REPRESENTATIVE:**

* 1. REPRESENTATIVE agrees to study the PROGRAM Mission Statement and Vision so that REPRESENTATIVE understands PROGRAM’s commitment to each student.
	2. REPRESENTATIVE agrees to study the PROGRAM materials in order to provide each prospective student with a clear description of the PROGRAM, expenses, and accommodations in LOCATION. It will be helpful if in due course each person who represents PROGRAM can visit LOCATION and observe the PROGRAM in progress.
	3. REPRESENTATIVE agrees to help the student in document processing, transfer of funds, and visa application to the United States Embassy, as well as travel arrangements to the United States.

**In Conclusion:**

These principles of a working agreement are acceptable to the representative of each of the above parties, as indicated by their signatures and their dating of the agreement. This agreement may be discontinued by either party by written notice, effective upon completion of responsibilities to any current student(s).

PROGRAM REPRESENTATIVE (HR Agent)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Signature: