



Initial Consultation Agreement

This Initial Consultation Agreement is made between Regulated Canadian Immigration Consultant (RCIC) **Jeanette Carbonel** (the “RCIC”), Membership Number R712044 and “the Client”, for the purpose of an immigration consultation (IC) of a maximum of **45 minutes**.

Please be advised that **Jeanette Carbonel** is a member in good standing of the College of Immigration and Citizenship Consultants (CCIC), and as such, is bound by its By-law, Code of Professional Ethics, and Regulations.

PURPOSE

- Determine the nature of your immigration inquiry based on the various streams of immigration.
- Answer your questions to the best of our ability.
- Identify your options and discuss with you the advantages of each.
- Provide you with the necessary information to assist you in what course of action you wish to take.
- Determine the next steps in the process, as mutually agreed upon.

PROFESSIONAL FEES

The Client agrees to pay a fee of **CAD \$150.00** prior to the agreed upon consultation date and time. This fee is non-refundable in any circumstance.

Should the client not arrive on time for the IC, no extra time will be added to the end of the consultation.

Should the Client not arrive within the first fifteen (15) minutes of the IC, this will be considered a “no show” and the IC will be considered forfeited. An additional administrative fee of CAD \$50.00 will be applicable should the Client wish to reschedule the IC.

Should the services of the RCIC be retained within fifteen (**15**) days from the date of the IC, an amount equivalent to the amount paid for the IC, will be credited to the additional services.

The Client agrees to complete the Immigration Assessment that will be sent to the same email used when booking the consultation prior to the scheduled consultation. Failure to complete the assessment prior to the IC, may result in the IC being canceled or it may also require the RCIC to complete this during the IC. **No additional time will be provided for the IC as a result of the assessment not being completed.**



LIMITS OF ENGAGEMENT

- This Agreement and report do not in any case engage or oblige the RCIC to any further work or representation for the Client. This agreement solely covers work as described above.
- By signing this Agreement, the Client does however, authorize the RCIC to complete an *Access to Information and Privacy (ATIP)* request should it be determined that this be an appropriate next step considering the discussions which took place during the phone consultation.
- Following the Initial Consultation and as a courtesy to you, we may choose to answer a maximum of **two (2)** follow-up questions from you via email, at our discretion. The follow-up questions must be received by us within **two (2) calendar days** after the date of your consultation and cannot be technical in nature or require in depth research. If we determine in-depth research is required to answer your follow up question(s), an hourly fee of **CAD \$150.00**, plus applicable tax, will apply. Once you have provided your consent for this work to commence, you will be required to pay this amount in advance before the RCIC commences the work.
- The RCIC shall not provide further information or advice to Client unless the Client and the RCIC have expressly agreed to a continuation with respect to this and other matters, and the Client and the RCIC have entered into a separate written agreement concerning those other matters.
- The work done under this agreement will be limited to 60minutes.

METHOD OF CONSULTATION

- The RCIC shall provide consulting services to the Client by online communication (i.e. Zoom, messenger, google meet, etc.)
- The consultation shall last for such a period of time as is necessary for the RCIC to perform the services under this agreement, but in any event, shall not be for longer than 60 minutes.

OTHER CONDITIONS

- **CLIENT RESPONSIBILITY.** The Client must provide the RCIC with such factual information and documentation as are required to perform the consultation. The Client must be accurate and honest and must inform the RCIC of all information, even if negative or adverse, which might be relevant to the advice provided by the RCIC in this matter. Failure to fully disclose all relevant information to the RCIC will impact the advice given by the RCIC and may void this Agreement, or seriously affect the outcome of the application of the Client or the retention of any status that the Client may obtain.
- **ADVICE CURRENT ON DATE OF CONSULTATION.** The advice provided by the RCIC to the Client is based on the Canadian immigration law and policy current on the date of the consultation where relevant. The RCIC is not responsible or accountable for any change in government legislation or policy that may impact on the processing of any subsequent application by the Client.



- **NO GUARANTEE OF OUTCOME.** The RCIC shall provide consulting services to the Client to the standard of a competent CCIC member. The RCIC does not guarantee that they will be able to assist the Client in meeting his or her business, education, employment, or immigration goals.

- The RCIC is required to preserve the confidences and secrets of the Client. This professional obligation exists to encourage candid and complete communications between the Client and the RCIC. All information and documentation provided by the Client and reviewed by the RCIC will not be divulged to any third party, other than the RCIC's agents and employees, without prior consent, except as demanded by law.

NO LEGAL AUTHORITY GRANTED

The Client agrees and understands that this agreement does not constitute an engagement of the RCIC to act as your Authorized Representative in respect of any matters relating to Immigration, Refugees and Citizenship Canada, and/or the Canada Border Services Agency.

By signing this agreement, you agree to all the terms and conditions set forth above in this Initial Consultation Agreement and acknowledge that any further engagement of the RCIC will require a further written agreement with different terms.

This Agreement shall be governed by the laws in effect in the Province of British Columbia, and the federal laws of Canada applicable therein.

RCIC INFORMATION:

Jeanette Carbonel, RCIC (R712044)
16388 85th Ave Surrey
Canada V4N 5GN

And

Name of Client: _____

Address: _____

Contact Number: _____

Date: _____

Signature: _____