

The Island Life Agency

Commission Policy – January 2026

Booking Entry & Payment Management

- All bookings must be entered within 48 hours of deposit receipt.
- Agents are responsible for updating final payments. Failure to do so will result in no commission being paid.
- All bookings must be made at the gross rate. Net rate bookings are non-commissionable, and agents are responsible for any commission owed to the agency.

Commission Adjustments & Restrictions

- If Agency Admins must input or correct final payments, commission will be reduced to 50%.
- Agents may not reduce commission on any vendor package for any reason, including personal travel.

Separation from the Agency

- Active, pending, or future bookings will be taken over by the agency upon separation.
- No commission will be paid on bookings active after separation.
- All bookings made under The Island Life Agency credentials are 100% owned by the agency, including vendor accounts, accreditation numbers, logins, emails, and systems. Agents retain no ownership or commission rights after separation.

Personal Travel & Agent Rates

- Travel agent rates are non-commissionable and act as a discount.
- Personal travel using agent rates must be booked directly with suppliers, not agency vendors.
- For assistance with agent rates, contact Danielle or Samantha via email.

Commission Payouts

- Commission may take up to 30 days after client return to process.
- Agents must allow the full 30 days before inquiring.
- Commission must be accepted within 5 days or a \$5 processing fee applies.

Cancellations & Chargebacks

- Commission paid on canceled, refunded, or charged-back bookings may be reversed or deducted from future payouts.

Compliance & Updates

- Agents are responsible for compliance with all policies and procedures.
- Continued affiliation constitutes acceptance of this policy.
- The Island Life Agency reserves the right to modify this policy at any time.