

International Agents Approval Application Form

Please return to The International Office

The Sheffield College

Granville Road

Sheffield

S2 2RL

United Kingdom

international.office@sheffcol.ac.uk

skype: international.office0114

Please complete electronically or by writing in capital letters

1 Organisation profile

Name of organisation
Contact within organisation
Address
Postcode

Phone
Website
Email
Skype

To feature on our website, please send us a copy of your agency logo.

2 Organisation background

Key business activities
Partnership with other colleges/universities
Associations/affiliation with other relevant organisations

Registration number
Year founded
Number of staff
Number of offices (locations)
Sub-agencies
British Council training YES <input type="checkbox"/> NO <input type="checkbox"/>

3 Marketing and performance

The Sheffield College currently offers English courses to students coming to the UK with a student visa. How do you intend to promote our English Language courses?

3 Marketing and performance (continued)

Do you have a lot of interest from students to study vocational courses? YES <input type="checkbox"/> NO <input type="checkbox"/> Which ones?
What was/is the nationality of the International Students you have recruited in the past 12 months?
How will you help prospective students for their journey to the UK and visa application (if applicable)?

4 Referees

Educational referee (1)
Name
Position
Name of organisation
Type of organisation
Address
Postcode
Phone
Mobile
Email

Educational referee (2)
Name
Position
Name of organisation
Type of organisation
Address
Postcode
Phone
Mobile
Email

5 Supporting documents

Photocopy of agent's ID YES <input type="checkbox"/> NO <input type="checkbox"/>		
Photocopy of organisation's registration YES <input type="checkbox"/> NO <input type="checkbox"/>		
I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I agree to: <ul style="list-style-type: none"> Regularly monitor policies and regulations and changes to these policies and regulations as reported on the UKVI website. 		
I have read and understood the UKVI policies and procedures relating to student visas.		
Signature	Name	Position
Organisation	Date	

Please return the completed form and any other documents that may assist your application to the International Office, preferably via email to international.office@sheffcol.ac.uk

or by post to:

The International Office, The Sheffield College, Granville Road, Sheffield S2 2RL, South Yorkshire, United Kingdom

Terms and Conditions

Agent Approval Process Guidance

All agents wishing to work with The Sheffield College must go through the college's approval process. Below are the stages of this process.

Stage 1

1. Please complete the attached application form. It is essential we have clear contact details, especially email, as it is part of our policy to be environmentally friendly and reduce the usage of paper via emails where ever possible.

Stage 2

(Please allow up to 14 days – this is dependent on referee response time)

1. The Sheffield College will contact the two referees provided.
2. Your application and references will be sent for approval by the Director of Marketing.

Stage 3

1. The Sheffield College will email you a copy of the agreement and contract of Good Practice or a letter stating why your application was not successful.
2. Sign and return a scanned copy via email back to The Sheffield College International Office.

Stage 4

(Please allow 2 to 14 days)

1. A fully signed contract will be returned to you with a Certificate of Representation.

Stage 5

1. Informal Agent Review - To establish effective working relationships and develop future partnerships, quarterly informal reviews will be organised to evaluate recruitment (processes, quality of applications, application to enrolment conversion, Visa refusal rate) and the college's international offer (current provision, future developments to enhance the offer).
2. Quarterly reviews will be arranged via face-to-face meeting, telephone call and Skype.

Terms and Conditions

Commission structure

The Sheffield College agrees to pay commission on tuition fees only, for the first 12 months. This will be reviewed quarterly and where there has been positive activity, the contract will be renewed for another year.

You can send us your student applications as soon as you have applied to represent The Sheffield College. Please note that The Sheffield College will only issue offer letters once your contract has been signed by both parties.

Commission Structure (Individuals) Academic Year

	Long Programmes 12+ weeks		Short Programmes 0-12 weeks	
Learner Number	Rate (£)	Course Duration	Rate (£)	Course Duration
0-8	22%	12+ week	20%	0-12 weeks

Commission Structure (Group Bookings)

	Long Programmes 12+ weeks		Short Programmes 0-12 weeks	
Learner Number	Rate (£)	Course Duration	Rate (£)	Course Duration
8+	25%	12+ week	22%	0-12 weeks

Key points

- Payment of commission can only be claimed once the student has enrolled at The Sheffield College and all fees have been paid.
- Learners have to be enrolled on the same date to claim the bonus payment for 8+ students. This is not a cumulative payment for the academic year.
- Group bookings need to enrol on the same enrolment date.
- Individual's commission can be paid on the academic year total (number of weeks already studied at the point of invoicing).

Terms and Conditions

Student applications - Deposit

From April 2017, The Sheffield College will ask prospective students for a deposit of £150 to confirm their acceptance of the conditional offer. Once this deposit has been paid, The Sheffield College will issue the visa letter or unconditional offer.

This deposit remains non-refundable if a student cancels their application or is refused a visa.

The balance of tuition fees is payable (at the latest) on the day of enrolment.

If you have any question regarding our agent recruitment process, commissions or deposits, please contact us:

The International Office

Granville Road

Sheffield

S2 2RL

International.office@sheffcol.ac.uk

(+44) 0114 260 2676