

INTERNATIONAL AGENTS APPROVAL APPLICATION FORM

Second handled: _____

Person code: _____

Please return to The International Office, The Sheffield College, Livesey Street, Sheffield, S6 2ET, United Kingdom
international.office@sheffcol.ac.uk

Please complete electronically or by writing in capital letters.

A ORGANISATION PROFILE

Name of organisation

Phone

Contact within organisation

Website

Address

Email

Postcode

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

B ORGANISATION BACKGROUND

Key business activities

Registration number

Year founded

Number of staff

Partnership with other colleges/universities

Number of offices (locations)

Sub-agencies

British Council training?

Yes

No

Associations/affiliation with other relevant organisations

C 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?

Do you have a lot of interest from students to study vocational courses?
Which ones?

Yes

No

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)?

D**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

E**SUPPORTING DOCUMENTS**

Photocopy of agent's ID

Yes

No

Photocopy of organisation's registration

Yes

No

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:

– 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

Date

Organisation

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, Livesey Street, Sheffield, S6 2ET, 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 referee 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.

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).

STUDENT APPLICATIONS

The Sheffield College will ask prospective students for a non-refundable admin fee of £300 to confirm their acceptance of the conditional offer. Once this has been paid, The Sheffield College will issue the visa letter or unconditional offer.

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

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

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

The International Office
Livesey Street
Sheffield
S6 2ET
international.office@sheffcol.ac.uk
(+44) 0114 260 2676