

BRITANNIA COLLEGE OF EXCELLENCE AGENT'S SPONSORSHIP DUTIES

This document forms part of the agreement/contract/licence between BCOE and it's the agent. It must be checked and signed by all BCOE approved agents. The completed application form must be sent to the Colleges London office (Britannia College of Excellence, 13-27 Brunswick Place, London N1 6DX, UK)

The duties outlined bellow ensure that all Britannia College of Excellence's (BCOE's) agent exercise due diligence, share responsibilities under its Tier 4 sponsorship system, and take their agent duties seriously, and actively work towards ensuring that only genuine students applicant are put forward to BCOE for the issuing of visas

1. Submit to BCOE for approval, an outline of measures you have put in place to ensure that you only recruit genuine 'student applicants' rather than 'economic migrants'. If accepted this document shall constitute part of your contractual agreement with BCOE. You must send this document to us in plenty of time and as part of your application to become our agent
2. Make all necessary checks to ensure that your students meet the requirements of the course they wish to apply for. List of courses and their entry criteria is available from Britannia College of Excellence. You must ensure that no student is put forward for a course they do not qualify for
3. Check all documents, claims, statements, forms, letters, etc associate with or submitted, made, or presented in relations to the students application to BCOE. You must take necessary care to ensure that all documents are:
 - genuine,
 - can be verified,
 - are current,
 - legible (in English),
 - Submitted on time,
 - In the correct format prescribed by BCOE/the awarding body,
4. Hold a formal agreement with BCOE and agree to be a performance reviewed as follows:
 - **Probationary review:** 4 months after date of first signing agreement with BCOE
 - **Approval review:** 8 months after date of signing agreement with BCOE
 - **Annual review:** on each anniversary after date of first annual review
5. You must not perform activities to represent, or act as 'BCOE's agent' unless you hold a valid agreement/licence. It is your responsibility to ensure that your licence to act as 'BCOE's agents' is valid; failing this BCOE may refuse students put forward by you, and may also withhold any payments or fees which you may wish to claim for
6. Check the background and circumstances of student applicant's sponsors to ensure that they have the necessary resources to act as sponsors including their willingness to commit to any penalties that may become due if their student applicant defaults in his/her duties under the Britannia College of Excellence's International Student Recruitment Policy or in relations to the Tier 4 Students Responsibilities

7. To act consistently at all times to promote BCOE's interest, and facilitate its efforts in fulfilling its obligations under the Tier 4 Sponsor System
8. Ensure that all application documents and other relevant forms are duly executed, dated, and submitted to BCOE with the prescribed time limits
9. Not to put any students applicant forward to or recommend them to BCOE unless they are fully and absolutely satisfied that the student applicant will:
 - Show up at the college to commit to his/her student duties
 - Attend his/her classes regularly
 - Pay his/her fees in full within the time stipulated by the college
 - Comply with BCOE's policies
 - Comply with students' duties under UKBA's Tier 4 Student Visa system
 - Not abscond after immediately arriving in the UK, or at anytime during their studies at the college.
10. BCOE agents must take swift correctional/remedial action upon being notified of any of the above cases. In this case they must submit to BCOE (in writing) an outline of what action they intend to take within 3 working days of being notified of the matter
11. Report to BCOE immediately (and within a period not exceeding 24 hours) the agent becomes aware of anything that may affect their student applicants ability to fulfill the above obligations in writing. In this case they must set out clearly their concerns and also clearly outline correctional/remedial measures
12. Maintain up-to-date records of all students they refer to BCOE so as to adequately support BCOE's duties in providing regular updates to the UKBA on its students
13. To observe, and comply with all duties under your contractual agreement with BCOE

PENALTIES

Absconding students

If any of your student absconds after being issued with a student visa on BCOE's account, and after he/she has arrived in the UK, you will be issued with a written warning and you will be given the opportunity to rectify the situation. You will also refund in full any monies paid to you by BCOE on account of the absconding student applicant, along with a penalty of 1,500 British Pounds. If in any one year more than three of your students has absconded your license to operate as a BCOE's agent will be revoked

Non-attending students

If any 10 of your student are not attending classes (or have achieved attendance levels of below 80% in any one month) after enrolling as students of BCOE student, you will be issued with a written warning and you will be given the opportunity to rectify the situation. You will also refund in full any monies paid to

you by BCOE on account of the non-attending students, along with a penalty of 1,500 British Pounds. If in any one year more than 20 of your students' records attendance record of less than 80% your license to operate as a BCOE's agent will be revoked

Incomplete forms, documents or persistent administrative errors

If at any time BCOE has reasons to believe that there are frequent errors in the documents you submit in connection with your student applicants, or there is persistent administrative errors, or that you are not following procedures, or that you have ignored or are ignoring its policies, you will be issued with a written warning and you will be given the opportunity to rectify the situation. You will also refund in full any monies paid to you by BCOE on account of any case, along with a penalty of 1,500 British Pounds. If in any one year similar concerns are presented to BCOE on more than two occasions, your license to operate as a BCOE's agent will be suspended or revoked

Non-fee paying students

BCOE agents are responsible for checking the financial sufficiency of their student applicants. They must satisfy themselves that their students have the financial means to cover course fees and living cost in the UK.

BCOE has had concerns about non-fee paying international students who eventually gets suspended from their course, and reported to the UKBA. In some cases such students become frustrated and are likely to abscond. Once informed of the non-fee paying students situation, the agent must contact his/her sponsor to arrange full payment within 10 working days. If any of your student is not paying his/her fees after enrolling as a student of BCOE's, you will be issued with a written warning and you will be given the opportunity to rectify the situation. You will also refund in full any monies paid to you by BCOE on account of the non-fee-paying student, along with a penalty of 1,500 British Pounds. If in any one year more than three of your students have become or are non-fee paying students your license to operate as a BCOE's agent will be revoked

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| <p>I/we have read, understood, and do agree to uphold my responsibilities as a BCOE agent. I/we shall at all times carry out these duties diligently, dedicatedly, honestly and transparently, in order to fully support BCOE in its efforts to fulfill its obligations as a Tier 4 Sponsor Licence Holder. If I/we fail in my/our duties (whether in part of in whole) I/we shall absorb the penalties as here-in stipulated.</p> | | |
| <p>Name and address of your business</p> | | |
| Signature of Key contact person | Print name: | Date |
| Signature of a Senior Management staff | Print name: | Date |