

BRITANNIA COLLEGE OF EXCELLENCE (BCOE) AGENTS APPLICATION FORM

Complete this form without leaving any space blank. If not applicable please use 'N/A'
The completed application form must be sent to the Colleges London office (Britannia College of Excellence, 13-27 Brunswick Place, London N1 6DX, UK), along with all the relevant supporting documents or it will not be processed

Business Name			
Business website			
Total number of staff:		Total value of your business:	
Agent address	Below: List the countries and cities within which your business operates		
	Country/countries	City/Cities	
	1		
	2		
	3		
Email address	4		
Telephone	Below: Professional bodies you are a member of		
Key regular contact person	1		
Home/private address	2		
Personal tel. no.	3		
Personal email	4		
Key Senior Management contact person	Date you commenced business as an agent		
Home/private address	Number of visas you wish to apply for		
Personal tel. no.	Overall Visa Success Rate		
Personal email	Your company registration number		
Out of the total number of visas you have applied for since commencing business, how many were accepted, and how many were rejected? Send proof		Accepted	Rejected

Name and address of the business owner		
Licence: Does your business has the license to operate in your country? If 'yes' please attach a copy of the relevant licence	Yes No	Name and address of the licensing body/organization?
Business Insurance: Name and address of the company which insures your business:		
Professional Indemnity Insurance: Name and address of the company which provides you (senior management staff) cover for your professional abilities	Name of staff	Name and address of insurance company

	Yes/no		Note
Do you have a full operational office (s)		If 'yes' how many offices do you have?	Please enclose a photograph of the office and a map showing the location(s) of all your offices
Do you charge the student for your services?		If 'yes', how much?	You must submit details (breakdown) of charges along with your application form
Do you keep in touch with students once they have enrolled?		If 'yes', how often?	Please send us evidence e.g. email, recorded mail
Do students have an opportunity to feed back on experiences at university/college?		If yes, how often?	Please send us evidence e.g. email, recorded mail

How do you assess and monitor academic suitability of your students?	How do you assess and monitor English Language levels?
How do you assess and monitor the financial viability of your student?	How do you market your services? You must send us an example
How do you assess and monitor how successful your students are academically?	How do you keep up to date with current VISA regulations?
How many applications have you forwarded to UK institutions?	How many applications have you forwarded to other institutions, in other countries other than UK? Please list in the space below all the countries and provide a breakdown for your figure
What is your percentage success rate of applications-to-enrolments?	Give an example. of a UK institution.
How often do you visit the institutions represent?	

Apart from being an agent, explain how else your services have been beneficial to your clients/service users?		
Giving examples where necessary explain your reasons for applying to become a Britannia College of Excellence agent		
In what specific ways would you support Britannia College of Excellence to meet its obligation as a Tier 4 Sponsor Licence Holder? Copies of list of obligations available from the college		
List below all your policies by which you operate	How often do you review your policies?	
	How do you formulate your policies	
	What records do you maintain on your students and colleges/universities? Continue on a separate sheet if necessary	

<p>Explain how you manage emergencies? E.g. if student is detained by immigration officer over concerns of possessing false documents</p>	<p>Documents you must send with this application:</p> <ul style="list-style-type: none"> ▪ Registration certificate ▪ Educational Certificates of the two people named on this form ▪ Evidence of professional body/association membership ▪ Proof of address ▪ Copies of passports of the two persons named on this form ▪ Evidence of dealing with UK universities/colleges ▪ Copies of your policies ▪ Photos of your offices (Clearly labeled) ▪ Map showing the location of your offices ▪ Evidence of business insurance: Insurance certificates ▪ Evidence of professional indemnity insurance (for one senior management staff) ▪ Evidence of operating from deferent countries ▪ Evidence of dealing with UK Visa office(s) abroad ▪ Evidence of your success rate ▪ Business's licence for operating ▪ Evidence of students feedback ▪ Breakdown of charges made to students (if any)
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<p>Important: If you choose not to agree to any of the following BCOE cannot appoint you as its agent</p>	<p>Put your initial against each of the following to show that you have read and you agree to them</p>	
<p>Every information I have provided on this application form is true, accurate, and up-to-date. Where they are or seem to be unclear I have included extra information on a separate sheet</p>		
<p>If appointed as BCOE agent we/I shall fully adhere to the containments of any contract I sign</p>		
<p>If appointed as BCOE agent we/I shall become a student sponsor and lwe shall fully adhere to the my duties under the sponsorship arrangement</p>		
<p>If appointed as BCOE agent we/I shall not at anytime do anything or fail to do anything which may adversely affect BCOE's ability to fulfill its obligations as a Tier 4 Sponsor Licence Holder</p>		
<p>If appointed as BCOE agent we/I shall not at any time pursue income at the expense of meeting the expected standards of BCOE.</p>		
<p>If appointed as BCOE agent I/we shall not make hidden charges or use my/our position to amass extra income from student applicant, their sponsors or advocates</p>		
<p>If appointed as BCOE agent I/we shall exercise flexibility to allow for immediate changes in the way we/I operate so as to accommodate any changes required by BCOE in connection with its obligations as a Tier 4 Sponsor Licence Holder</p>		
<p>If appointed as BCOE agent I/we shall not:</p> <ul style="list-style-type: none"> ▪ Take deposits from students in cash or any other form that can be diverted to my/our business ▪ Issue offer letters of any kind ▪ Undertake English language testing unless I/we are the approved testing centre for a recognized English Language Testing organization ▪ Sub-franchise our agreement with BCOE ▪ Mention BCOE in any publicity without prior permission and vetting of the text by BCOE 		
<p>If appointed as BCOE agent we/I shall submit to arrangements made by BCOE to ensure that its agents maintain high performance standards (e.g. annual reviews and removal of under-performing agents). I/we also understand that such arrangement may involve the agent paying to BCOE penalties</p>		
<p>I/we have read the following policy documents of BCOE and I/we can confirm that I/we have no hesitation about working with them and fulfilling my/our obligations covered in them, as long as I/we am/are acting as BCOE's agent:</p> <ul style="list-style-type: none"> ▪ Britannia College of Excellence International Student Recruitment Policy ▪ International Student Recruitment Policy for Agent ▪ BCOE Agents Sponsor Duties 		
<p>I/we agree to supply BCOE with three references from institutions I/we have represented in the past. I/we understand that BCOE must receive suitable references before an appointment can be made. I/we agree to attend any interview that BCOE may arrange in connection with my/our application, and if successful I/we agree to undergo any relevant training which may be prescribed by BCOE. I/we agree to sign a binding contract and an ethics agreement with BCOE if my/our application is successful</p>		
<p>Signature of Key contact person</p>	<p>Print name:</p>	<p>Date</p>
<p>Signature of a Senior Management staff</p>	<p>Print name:</p>	<p>Date</p>