



Agent Application Form/Contract

Please complete all the sections and return to this address:
 15-17 Church Chambers, 11/12 Church Lane, London E11 1HG
 Email: info@leytoncollege.co.uk <http://www.leytoncollege.co.uk>
 Tel: +44 (0) 208 9880 368 Fax: +44 (0) 870 705 9839

You are requested to send your details by filling the Agent Application form below. If the agency business is not a registered business (as company) then we will need a letter of reference and bank details. Once the terms and conditions are agreed, the college will send details such as application forms, course prospectus/brochures, course fees & schedule information.

Agents Business Details	
Business Name:	
Nature of Business <input type="checkbox"/> Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietor <input type="checkbox"/> Other (Please specify)	
Address:	
Phone Number:	Fax Number:
Website:	E-mail:

Contact Person Details	
Name:	Post:
Phone Number:	
Email:	

Year since this business was established?	
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Other offices and branches (list the locations, if any)	
1	5
2	6
3	7
4	8

Tick the courses for which you recruit students	
<input type="checkbox"/>	Business Administration
<input type="checkbox"/>	Tourism and Hospitality Management
<input type="checkbox"/>	Information technology
<input type="checkbox"/>	Business Management

Tell us why you would make a great agent partner for Leyton College?

Other Universities/Colleges you represent in the UK

1	5
2	6
3	7
4	8

Credit Information

Trading Name in Full (please ensure that this is your exact trading style)	
Invoice Address	
Tel No	Fax No
Financial Department Contact	

Payment Procedures

A	The student pays the college fees directly	<input type="checkbox"/>
B	Alternative payments systems - please specify	<input type="checkbox"/>

In all cases, course fees must be paid in full prior to the course start. We reserve the right to cancel any admission for which payment has not been received or in cases where debt is outstanding.

Commission: The commission rates will be as follows

Level	Number of students enrolled per month	Commission
1	1-5	15%
2	6-10	20%
3	11 and more	25%

Terms & Conditions:

1. Applicants and agents have to read our refund policy in the student application form to avoid any discrepancies.
2. Agents will be responsible for compilation and authenticity of all information submitted regarding a student.
3. Agent's commission will only be paid on the amount of fees paid by the student before they enroll with us at college. Once the student has enrolled with us we will not be paying any commission on the outstanding fees.
4. Agent commission fees will be paid by cheque, draft or bank transfer only.
5. Agents will clearly communicate with the concerned students and provide full information about the college.
6. Agents will not make any statements, promises and commitments on behalf of the college. The college reserves the right to terminate the contract in the event of any misrepresentation by the agent or their representatives.
7. All correspondences by the agents in the form of letters and emails with the student or the college will have to be maintained and should be made available to the college on request.
8. A reasonable time of 3 – 5 working days is required to process and generate the documents e.g. CAS Statement.
9. Payments made to college by Local Cheque (UK) will take a minimum of 5 working days to clear and overseas cheques are not acceptable.
10. Letters of enrolment and other required documents will be issued only when the cheque payments, bank transfers or demand drafts are credited in to the college account.
11. The College will not issue any letters until it receives either from the agent or the student, all the required documents such as duly filled-in and signed student application form, Overseas Assessment Form, Student Agreement form, a copy of passport of applicant and proof of previous educational qualifications. The documents can be by post, scan or fax.
12. Most of the college correspondence will be dealt through email. The College will email/fax a letter of offer, CAS to agent and student or post the letters if required.
13. The college will not be liable for any explanations or actions if a student visa has been refused on grounds related to false financial conditions of the students, incorrect/fake previous academic records or any illegal involvements by the agent or the student. In such cases no refunds of any kind will be offered.

14. Student fees will be refunded only to the student to a designated bank, in case of student visa is refused subject to the refund policy of the college as mentioned in the student application form.
15. In situations where a refund has to be made to a student, there will be a deduction of the student registration fee of £250.
16. The college will not be held responsible or get involved in any kind of deals between the student and the agent.
17. Agent is solely responsible for all costs involved in marketing, promoting, advertising, exhibiting, communicating and all miscellaneous costs involved in enrolling a student through the agent at our college.
18. Either party can terminate the contract by giving 1 month notice in advance.
19. Any payments pending on either part must be cleared before the termination of contract.
20. All legal decisions are subject to the jurisdiction of London, United Kingdom.

On behalf of Leyton College

Signed by _____
(_____)

Date: _____

On behalf of _____ (Agent Company Name)

Signed by _____
(_____)

Date: _____