



AGENT CONTRACT FOR THE INTRODUCTION OF STUDENTS

AIMS

This contract constitutes a non exclusive agreement between the Agent listed below (hereinafter known as the agent) and Alpha Meridian College (hereinafter known as the college) for the purposes of recruitment of students by the agent for the college.

PARTIES

This contract constitutes an agreement between;

Name of Agent

Name of Contact.....

Address of Agent

.....

.....

Tel.....Fax.....

Mobile.....Email.....

To Operate in (country):.....

Location:.....

AND

**Alpha Meridian College
Meridian House
Greenwich High Road
Greenwich
LONDON SE10 8TL
ENGLAND UK**



Agent Obligations

1. The agent will act in good faith as fit representative of the college and the student.
2. The agent will make representations of the college in a professional and honest manner and will not bring the college into disrepute.
3. The agent will not seek to recruit students in any geographical location not explicitly specified at the beginning of this contract.
4. The agent will conform to information about the college, its courses and fees as published on the college's website (which information is updated continually) and publicity material.
5. The agent will gain written approval from the college for all promotional materials created by the agent, before they are published.
6. The agent will not involve 3rd parties without the prior written consent of the college.
7. The agent will enroll only legitimate students as defined by the UK Border Agency under Tier 4 Points Based System.
8. The agent will apply its discretion to enrol and recruit genuine students that intend to study in the UK and satisfy the college's entry criteria.
9. The agent and recruited students will be aware of, understand and comply with the college's published Terms and Conditions, Admission Requirements, and Procedures.
10. Where required, the agent must provide written evidence that it has permission by the appropriate authority to engage in the recruitment of students to study in the UK (example local government).
11. It is the responsibility of the agent to ensure course, registration, accommodation or other fees are discharged by the student on or prior to course commencement date.
12. No unconditional offer can be made by the college to the student or their representative ie Confirmation of Acceptance for Studies, until all required fees have been received by the college.
13. The agent will bear full costs of all special courier services or delivery charges unless otherwise agreed.
14. The agent will be responsible for any bank charges to the college as a result of student recruitment.
15. The college and the agent are not able to give any guarantees concerning the success of student visa applications.
16. The agent will have a clear understanding of the college's duties and responsibilities as a licensed education provider and sponsor under the UKBA Tier 4 criteria.
17. The agent understands and accepts its responsibilities which are not assignable.

College Obligations

1. The college will pay the agreed commission 20% of course fees to the agent on satisfactory completion of;
 - a. full receipt of course fees by the college
 - b. student enrolment finalisation
 - c. student commencement of course
 - d. receipt of invoice from agent
2. In the event of an application for a refund the college will refer to the terms and conditions or enrolment.
3. No commission is payable to the agent where a student refund has been granted.
4. The college will provide all possible professional support to the agent to facilitate their legitimate student recruitment services.
5. The college will provide up to date information regarding courses, fees through the college's website and other publicity material.
6. The college will provide additional promotional materials to the agent where the college deems appropriate.

Penalties

1. If a student recruited by the agent fails to;
 - a. Report to the college within 10 days of their course start date
 - b. Attend their classes regularly on time
 - c. Perform satisfactorily during the course and examinations



- d. Comply with the college’s terms and conditions / UKBA laws
- e. Does not attain a student visa because of fake documents

Or commits any other transgression; the college may at its discretion impose a financial penalty on the agent and may terminate its legal obligations under this agreement.

Incentives

- 1. Payment of commission in full on completion of arrival, enrolment and commencement of course.

Other

- 1. The college reserves the right to terminate this contract should the agent fail to meet the recruitment standards of the college and UKBA.
- 2. The college reserves the right to visit the agent in their place of business and to request any information or evidence to support the agent’s activities regarding its operations with the college.
- 3. The college may invite the agent to training events.
- 4. This contract may be amended by mutual agreement in writing.

Termination of Contract

- 1. If the agent deliberately or negligently causes misrepresentation the agreement will be terminated.
- 2. If the matter is a serious breach of UKBA immigration law the contract will become void and the college reserves the right to inform the UKBA and forward any relevant documentation to them.
- 3. If the agent has failed to recruit any student and finalise their enrolments at the college in the last 3 months the contract will be null and void.

Disputes and Resolution

The agent and the college agree to be bound by the terms of this contract and to do their best to resolve any disputes and disagreements amicably and in good faith and in the last resort to be subject to English Law. The agent and the college shall use their common sense and good judgement to resolve any issues not explicitly described in this contract.

I hereby declare that I have read, understood and shall comply terms and conditions of this contract.

AGENT:

(Name).....

Signature.....

Position.....

Date.....

COLLEGE:

(Name).....

Signature.....

Position.....

Date.....

WITNESS:

(Name).....

Signature.....

Position.....

Date.....