



SCOTT'S COLLEGE LONDON

United Kingdom

Agent Application Form

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

Contact Person details
Name:
Phone Number:
Email:

Year since this business was established?	

Do you have sub agents? Yes /No if yes please provide specific details	
1	4
2	5
3	6

Name the regional areas which you cover	
1	4
2	5
3	6

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 Information System	<input type="checkbox"/>	PG Diploma in Business Management
<input type="checkbox"/>	Travel Tourism and Hospitality	<input type="checkbox"/>	BA Hons in Marketing
<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>	BA Hons in Business Administration
<input type="checkbox"/>	Business Management	<input type="checkbox"/>	CAT
<input type="checkbox"/>	Marketing	<input type="checkbox"/>	MBA program
<input type="checkbox"/>	Fashion Design (Upcoming Course)	<input type="checkbox"/>	Virgin Atlantic / IATA Courses (Upcoming Course)
<input type="checkbox"/>	English / FCE / CAE / IELTS		

Other Universities/colleges you represent in the UK	
1	8
2	9
3	10
4	11
5	12
6	13
7	14

Estimated volume of placements per year: _____

Services Provided to Students: _____

Scott's College London

Address 1

47-49, Oxford Street
 London
 W1D 2EB
 Tel: 0044(0)207 437 5611
 Tel: 0044(0)207 434 1216
 Fax: 0044(0)207 437 5612

Address 2

46, Oxford Street
 London
 W1D 1BE
 Tel: 0044(0)207 580 4463
 Tel: 0044(0)207 631 0296
 Fax: 0044(0)207 580 4365



Terms and Conditions

- Minimum age for enrolment is 18 unless otherwise specified in the course description.
- Registration, deposit and enrolment for any of our courses serve as a binding agreement to follow the course to completion and to pay the full fees.
- Fees and deposits are not refundable or transferable under any circumstances, except when the visa to enter or remain in the UK is refused. In such cases, the college will refund 80% of the total fees paid minus administration fee of £20%. All original documents will be required to make a claim for refund. Any accommodation money paid will only be refunded if the student cancels his accommodation two weeks before his accommodation start date minus accommodation arranging fees of £75. It can take up to 8 weeks to process the refund.
- Students are expected to attend lessons regularly. Any absence should normally only be for illness or an authorized holiday.
- Students are required to comply with Home Office regulations regarding attendance. If a student's attendance falls below the expected rate, SCL reserves the right to terminate the student's course.
- SCL will only issue a course completion certificate if attendance has been satisfactory.
- Students must take all tests and complete all assignments that are part of the course
- Students should arrive for lessons on time as late arrival at the start of the class or after breaks is disruptive to the class as a whole. Late entry to a class is at the discretion of SCL.
- SCL reserves the right to suspend, expel and refuse admission to any student without refund in the event of misconduct, unsatisfactory attendance or work.
- SCL reserves the right to alter courses, course fees, timetables or location of study at its sole discretion.
- SCL reserves the right to split or merge a class at any time.
- SCL reserves right to cancel the course if the total number of students in one particular class is less than 5. In such circumstances students will be either transferred to next available course or refunded the tuition fees on pro rata basis.
- SCL reserves the right to change the teacher of each class at any time.
- SCL is an equal opportunities employer and as such employs native as well as non-native speaker teachers. B2 and above classes are only taught by native speakers.

- All fees must be received before commencement of the course.
- When paying by bank transfer, students are responsible for all bank charges.
- All refund applications must to be submitted within 4 weeks of Visa refusal date or course start date whichever is earlier failure to which may lead to application being refused.
- Students are required to inform the college with documentary evidence before the course start date if they are unable to start the course on time. In such cases students may be deferred to next available course. Students unable to join the next available course will have their registrations cancelled without any refund and will require to make a fresh application for next course.
- Books are not included in course fees. Students are expected to buy a course-book. Students may choose to also buy a work-book as well as some supplementary materials (your teacher will advise you)
- Course fees do not include travel expenses, accommodation, social programme events, external examination fees, personal and health insurance, bank charges or course materials (e.g. books, cassettes, photocopies, pens, pencils and paper).
- Accommodation bookings should be made at least two week in advance.
- The length of permissible holidays varies with the length of the Course. Holidays may be taken at any time by arrangement but we require at least two weeks' prior notice.
- The dates indicated in the SCL holidays schedule are included into students' holiday period.
- SCL will keep student records on its computerized database. It is the student's responsibility to keep us informed of all changes in personal circumstances.
- Anyone who submits false documents to either the College or the UK Border Agency with their Visa application shall have their application terminated immediately and no money shall be refunded.
- It is mandatory for all students to notify the college if there is a change in any of the following:
 - Change of telephone number.
 - Change of email address.
 - Changes of address in the UK and/or the student's home country.
 - Changes to next of kin contact details (contact name, telephone numbers for emergencies).
- SCL will not be held responsible for changes introduced by the Home Office which might affect student's status.
- SCL will not be held responsible for loss or damage to private property.

- SCL will not be held responsible for any post that is lost or delayed.
- All students are expected to behave in a respectful and orderly manner. Any aggressive or violent behaviour and/or abusive or threatening language directed towards a member of staff or fellow students and/or willful damage to SCL's property is considered to be gross misconduct. In the case of such misconduct, students will be held personally responsible for any costs or criminal charges their behaviour incurs.
- SCL is not responsible for providing parking or storage for students. This includes bicycles, which should be parked outside SCL at the owner's risk.
- No smoking on SCL's premises.
- All mobile phones must be switched off during lessons.
- Photographs may occasionally be taken of students for use on SCL's promotional/publicity material. SCL reserves the rights to all photographs which may be used in any way SCL feels is appropriate for advertising purposes. SCL holds the copyright to all such photographs.
- It is SCL's policy not to divulge any personal details of students to a third party, other than to the appropriate authorities, without the students' prior written consent.
- Students are advised to arrange private medical and travel insurance prior to leaving their country.
- The website may provide links to third party websites. SCL is not responsible for the availability or accuracy of such external websites and therefore cannot be held responsible or liable for any damage or loss caused by or in connection with the use of these sites.
- Anyone who provides false documents to SCL or the UKBA with their VISA application will have their application terminated and will not receive a refund.

On behalf of _____ (Agent Company Name)

Signed by _____

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Date: _____

