



# INTERNATIONAL AGENTS' GUIDE



## WORKING AS AN AGENT OF HRUC

Thank you for taking the time to find out more about HRUC and speaking to our International Team about becoming a partner agent of the College.

HRUC requires all of its partner agents to sign an Agency Agreement. This agreement is usually issued for 12 months and clearly states the Terms and Conditions of working as a partner agent of HRUC. If you wish to apply to become an affiliated agent of the College, please fill out the Agent Questionnaire and send it back to **[international@hruc.ac.uk](mailto:international@hruc.ac.uk)** so that your application can be considered.

## KEY INFORMATION

The following are some of the Terms and Conditions that will apply to you once you sign the Agent Agreement.

### Status of the Agency

- ▶ The Agency shall promptly comply with all reasonable requests or directions of HRUC
- ▶ The College has the right to accept students referred to us by other organisations in your country.

### Information and Publicity

- ▶ The Agency shall pay utmost regard to the standing and reputation of HRUC and shall not do, or fail to do, anything which may bring down the standing or damage the reputation of the College or attract adverse publicity to HRUC
- ▶ The Agency will comply with the Brand Guidelines issued by HRUC



- ▶ The Agency will not use, copy or reproduce in any way the branding/ logo belonging to HRUC without prior written consent.

### Payment

- ▶ The Agency will forward all payments with regards to studying at HRUC as soon as possible, upon receipt from the prospective student
- ▶ Withholding payments will result in immediate termination of the contract.

### Fraud

- ▶ The parties shall use all reasonable endeavours to safeguard the services against fraud generally, especially making applications for student visas or payment of fees through fraudulent means
- ▶ The Agency shall co-operate with relevant authorities such as the UKVI or the Foreign and Commonwealth Office in identification of clients who may be unlawfully trying, or assisting others, to obtain visas to enter the UK.



## EXPECTATIONS OF THE COLLEGE

Full expectations of the services provided by partner agents of HRUC are listed in the Agency Agreement, however some of the key services we expect agencies to provide include:

- ▶ Actively promoting and marketing HRUC to potential students and other interested parties, and to provide advice on a range of college courses
- ▶ Assisting potential students with their applications to the College
- ▶ Recruiting students according to the criteria set out by the College and the UKVI. The Agency will specifically make all reasonable endeavours to ensure students are able to fund the course, have the required level of English and meet the academic entry requirements as set by the College
- ▶ Collecting application forms and other supporting documents from the applicants and forwarding them to HRUC International Office, ensuring authenticity of all documents
- ▶ Treating all clients with due care and diligence.

## Commission

In order to claim commission payments, the Agency should forward an invoice directly to the International Office at HRUC, which contains the following:

- ▶ Name and address of the Agency
- ▶ Contact number of the Agency
- ▶ Names of the students

- ▶ Commission claimed for each student
- ▶ Account details to which the commission should be paid.

The International Officer will then verify that all students named have enrolled at the College, and the invoice will be forwarded to the Finance Team.

Please note that commission will only be paid to the Agency once the student has paid the full tuition fee, enrolled and completed at least four weeks of the course. Unless specified otherwise, the College will aim to pay the Agency the commission due in pounds sterling, within 30 days of receipt of an acceptable invoice, once the student has completed the above.

Please contact the HRUC International Office with any queries.



## CONTACT DETAILS

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**HRUC**  
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COLLEGE

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