



RENDCOMB
COLLEGE
NURSERY • JUNIOR • SENIOR

International Agents

Monitoring:

Head of International Marketing and Admissions

Policy Review:

Produced May 2015
Review date May 2017

Person Responsible:

Headmaster

INTERNATIONAL AGENTS

The School's aim is to deal with reputable agents who are paid to provide an introduction service for potential pupils who are resident abroad to mutual benefit. The School is looking for pupils who will benefit from and enjoy their education at Rendcomb College; it is in no-one's interests to accept pupils who prove to be unhappy or unsuccessful.

This important relationship is based on mutual trust and understanding so that both School and agent are clear about their roles and responsibilities in the process of recruiting pupils for Rendcomb College from abroad, subject to space being available in the relevant year groups.

These procedures have been drawn up based on experience and guidance on best practice from the UK Visas and Immigration (UKVI). The continuation of the School's Tier 4 Visa status with UKVI is dependent upon establishing and following a robust procedure.

PROCEDURE

1. List of Agents. The School will maintain a List of Agents who have been authorised to deal with the School. This list will be maintained by the Head of International Recruitment and Marketing, in communication with the Admissions team and the Headmaster. Commission will only be paid to agents on the List of Agents.

2. References and other checks. Before an agent is placed on the List of Agents, the School may request names of other schools that have used the agent for pupil recruitment to obtain references. Decisions on which agents to accept will be made based on the results of references and any other background checks that the school may consider appropriate, and that decision will be final.

3. Once a decision has been made, a document formalising the relationship giving authorisation to act on the School's behalf will be sent by the school. The agent may be placed on the List of Agents when this letter is countersigned and returned. This letter will include the following:

- The importance of our expectations given our Tier 4 status.
- The Agent's role in assessment of pupils, namely supervision of entrance examinations as required and the interviewing of pupils and parents prior to introduction to Rendcomb.
- Agreed level of agent's fees.

4. Places offered will be subject to the school's sole discretion and will be based on the availability of space within relevant year groups, performance in entrance assessments and other tests, and continued attainment.

5. Fees. The School's current policy is to offer a fee of 10% of the first year's fees, 5% of the second consecutive year, and 15% of the third consecutive year payable termly following full settlement of the forthcoming term's account, payable in respect of pupils whose first attendance at Rendcomb is on or after 1st January 2016. This level of fee is confidential between the School and the agent and is not to be revealed to prospective agents. No fee will be payable if the pupil's visa application fails for a reason which should have been checked by the agent (financial situation, for example). No fee will be payable if the pupil fails to arrive at or remain at school. Fees will only be paid for terms attended by the pupil. For the avoidance of any doubt, no fee will be paid for fees in lieu of notice or should the school require the pupil to be removed for any reason including unacceptable levels of academic attainment to allow for progression into year groups. Fees will only be paid to one agent per pupil.