

Applying to become our Representative/Education Consultant

LSST recruits and works with selected business partners and representatives from all over the world to recruit international students. Should you be interested in joining us as an authorized representative, we would be more than pleased to consider your application

To become our authorised representative, please complete the Agent Application Form, sign it and then post it to us on the following address or you may as well email it to us to speed the process

Our Postal address:

Marketing Department
London School of Science & Technology
12, Alperton House
Bridgewater Road,
Wembley Middlesex, HA0 1EH

Email: info@lsst.com Website: www.lsst.com

Application Form

Please use Capital letters to fill this form.

Agency Name: _____ Date business started: _____

Contact Person's Name: _____

Head Office Address: _____

Email address: _____

Telephone & Fax Numbers: _____

Mobile Numbers: _____

Website Address: _____

Business License/ Certificate of Business Registration Number: _____

Please attach a Copy of Certificate of Business Registration in your country (If Applicable)

Do you use sub agents? Yes/No if yes please provide details

Other Universities/Colleges you represent in the UK:

Details of any links with local universities/ schools or other educational centres:

Estimated volume of placements per year: _____

Services Provided to Students: _____

Please supply names and contact details of at least two independent business referees:

Name: Address:	Name: Address:
Tel No: E-Mail Address:	Tel No: E-Mail Address:

Declaration:

Authorized Signature: _____

Date: _____

Code of Conduct

Working closely with our overseas representatives is vital to the School's continued success. In order for our partnership to be truly successful and fruitful, we would like you to:

1. Provide us with in-depth market intelligence in your country.
2. Promote our courses in your market.
3. Advise and counsel students regarding which courses they are suitable for.
4. Support students through their application process.
5. Send us applications from students who meet the entry requirements of the course(s) which they are applying for.
6. Let us know about any important changes at your agency—such as changes to your contact details, opening of a new branches etc..
7. Make sure that you are fully informed about LSST and its programmes.
8. Be always transparent & honest in all your dealings while representing the School
9. Always act in the best interest of all parties concerned

In Return, The school will

1. send you copies of our promotional materials so that you can accurately & properly counsel your students.
2. inform you of any changes and developments that might affect your students.
3. quickly respond to your queries.
4. process your applications quickly and efficiently.
5. visit you as often as we can train your staff and give presentations to your students.
6. help with travel arrangements and organise meetings should you decide to visit LSST.
7. swiftly pay the commission that we owe you.
8. provide high-quality programmes that will help your students to succeed in the future

Code of Ethics

This code of ethics serves as a guide for the professional conduct of education consultants representing London School of Science & technology.

1. We will deal with each person fairly, equitably, without prejudice and with due regard for his/her values, beliefs and life experiences.
2. We respect the dignity of each person for whom services are provided.
3. We accept the rights of the individual to make independent choices, to take responsibility for decisions reached, to engage in self-direction and self-development.
4. We avoid all forms of discrimination.
5. We preserve confidentiality.
6. We seek our client's expressed consent before disclosure of client information, except where there is clear evidence of serious risk to the client or to the welfare of others.
7. We acknowledge precedence of professional objectivity over institutional pressures and personal interests and the declaration of any factors which might limit the impartiality of advice offered to a client. We conduct career development services for which we are properly trained and qualified.
8. We recognise the boundaries of our competency and arrange for appropriate consultations and referrals based on the best interests of our clients.
9. We provide accurate, current and relevant information.
10. We use only those tests which we are competent to administer and interpret.
11. We respect the right of clients to receive a full explanation of the nature, purpose and results of tests and assessments.
12. We take all reasonable steps to protect the integrity of test materials, which depend for their validity on being kept out of the public domain.
13. We value high standards of professional competence and strive to offer high standards of professional knowledge, skills and expertise.
14. We are committed to the principle of life-long learning to maintain and improve both our professional growth and the development of our knowledge, skills and competence.

Terms & conditions

1. Applicants and agents have to read our refund policy in the student application form or website to avoid any discrepancies.
2. Agents will be responsible for compilation and authenticity of all information submitted regarding a candidate.
3. Agents will be paid commission once full or partly paid fees have been deposited with the School.
4. Agents will clearly communicate with the concerned candidates and provide full information about the institution.
5. Agents will not make any statements, promises and commitments on behalf of the School. The School reserves the right to terminate the contract in the event of any misrepresentation by the agent or their representatives.
6. All correspondences by the agents in the form of letters and emails with the student or the institution will have to be maintained and should be made available to the School on request.
7. A reasonable time of 3 - 5 working days is required to process and generate the documents e.g. letters of enrolment.
8. Letters of enrolment and other required documents will be provided only when the cheque payments are cleared or bank transfers are completed or demand drafts are released.
9. The School will not issue any documents until it receives either from the agent or the student, all the required documents. The documents can be sent either by fax , post or scanned copies.
10. The School will send a letter of offer either by fax , post or email .
11. The School 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.
12. Student fees will be refunded only to the student through an agent, in case of student visa is refused subject to the refund policy of the School as mentioned in the student application form or website.
13. In situations where a refund has to be made to a student, there will be a deduction of administration fee, the student registration fee and the amount of agent commission, if any, paid already in respect of such student.
14. In case of visa refusal of a student, the agent hereby agrees to pay back the commission already paid by the college to the student while refunding the student fees after deducting their administration fee/charges, if any, as agreed by the student with the agent.
15. The agent hereby agreed to refund to the student total fees received by the college less administrative charges, student registration fee and the agent administrative charges, if any.

16. The School 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 School.

18. Either party can terminate the contract by giving 1 months 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 United Kingdom.

Declaration:

Authorised Signature: _____ **Date:** _____

Signature: _____ **Date:** _____
(On Behalf of Company)

Company Seal if available

(Office Use Only)

Officer Name handling the application: _____

Agreement Signed: [Yes] [No] Commission Agreed: [Yes] [No]

Commission Agreed: _____ % In words (_____)

Further Comments:

Directors Signature: _____ **Date:** _____