



KINGSGATE INTERNATIONAL COLLEGE

AGENTS' TRAINING POLICY

- KINGSGATE INTERNATIONAL COLLEGE's Marketing Office undertakes to provide for accepted and contracted agents, an information pack detailing KINGSGATE INTERNATIONAL COLLEGE's procedures and to provide information needed by the agent for the successful promotion of KINGSGATE INTERNATIONAL COLLEGE.
- The agent will also be required to attend any in country training that is made reasonably available to the agent by KINGSGATE INTERNATIONAL COLLEGE. This is to ensure that the quality of provision and representation of KINGSGATE INTERNATIONAL COLLEGE and its recruitment processes are maintained.
- The agents will be trained to assist international students with placement, registration, admissions, and accommodation.
- The agents will be trained to the Institution Enrolment Process particularly in that they will make an initial assessment of the students' ability to study at KINGSGATE INTERNATIONAL COLLEGE. In making the initial assessment, the Agent will have particular regard to the following factors i.e. Previous Qualifications/Experience, Course Entry Requirements, English Language Proficiency, Visa Status, and Financial Ability (maintenance) to study in the UNITED KINGDOM After the initial assessment, the documents will be finally assessed by the Institution and decision will be taken as to whether or not to accept the student at KINGSGATE INTERNATIONAL COLLEGE.
- The agents will be trained to the fact that KINGSGATE INTERNATIONAL COLLEGE will ONLY assign Certificates of Sponsorship to those students who, to the best of our knowledge, meet the visa requirements as specified in the immigration rules, and who are likely to meet the conditions of their permission to enter or stay in the UNITED KINGDOM.
- The agents will be trained to instruct the Applicants from overseas that they must comply with the immigration department regulations, particularly, in respect of attendance, notification of change of contact details/personal circumstances and satisfactory progress at the Institution during their period of study. Students must



give good reasons along with supporting evidence for absence and will be accepted only if the Institution finds it genuine and acceptable. Any unauthorised absences will be reported to the immigration department

- The agents will be trained to instruct the Applicants from overseas that the Institution will keep all students' passport pages, showing all personal details (including biometric details) and leave stamps or immigration status documents – including evidence of their entitlement to study in UNITED KINGDOM and the period that they have permission to stay in UNITED KINGDOM. The Institution will update these records as necessary. It is the students' responsibility to ensure that they will notify the Institution immediately if there is any change in their contact details e.g., address, telephone number, mobile telephone number, or any other change in their personal circumstances.
- The agents will be trained to instruct the Applicants from overseas that Students' must provide the details of their next of kin at the time of application and notify the Institution immediately should there be any change pertaining to their next of kin.
- The agents will be trained to instruct the Applicants from overseas that the Institution will report to the local immigration department if any student fails to enrol on their course within the enrolment period.
- The agents will be trained to instruct the Applicants from overseas that the Institution will report to the local immigration department if any student discontinues their studies which include any deferrals of study.
- The agents will be trained to instruct the Applicants from overseas that the Institution will also report to local Immigration Departments if there is any significant changes in students' circumstances e.g., if the length of a course of study shortens.
- The agents will be trained to instruct the Applicants from overseas that if KINGSGATE INTERNATIONAL COLLEGE authority has any information which suggests that the students are breaching the conditions of their leave, the immigration department will be notified immediately.
- The agents will be trained to instruct the Applicants from overseas that the students at KINGSGATE INTERNATIONAL COLLEGE will only be allowed to re-sit examinations or repeat any part of their course up to two times per individual examination or module.



- The agents will be trained to instruct the Applicants from overseas that all courses at KINGSGATE INTERNATIONAL COLLEGE will lead to an ‘approved qualification’.
- The agents will be trained to instruct the Applicants from overseas that KINGSGATE INTERNATIONAL COLLEGE will assess whether the prospective students will meet the financial (maintenance) requirements in accordance with immigration department regulations
- The agents will be trained to instruct the Applicants from overseas that if it is discovered by the authority of the Institution that a student has supplied false information or documents to support his/her application to get admitted into the Institution, his/her admission will be terminated from the Institution and the Immigration Department will be notified immediately.
- The agents will be trained to assist students to define specific educational goals, career paths and preferences for courses and qualifications, course fees, budgets, and other student criteria.
- The agent will be trained so that they will be able to explain to international students the facts of the student life in the multicultural environment and the opportunity for higher education in the United Kingdom.
- The first task of the agent is to understand the abilities, preferences, and goals of the student.
- The second task is to determine the most appropriate study programme for the student
- The third task is to assemble the education and training path for the student.
- The fourth task is to monitor the students to see if the students are successful on their courses, still on target or have changed their priorities.
- Necessary discussion and training will be provided so that they have the standard and quality to perform the above-mentioned tasks.



Documents Provided for The Purpose of Agent Training:

1. Prospectus
2. Policy and Procedures relating to Student Admissions and Enrolment
3. Policy and Procedures for the handling of Deposits, Fee payments and Refunds
4. Course Entry requirements
5. Higher Education Routes or career pathways after successful completion of the course of study.
6. Information on Accommodation (can be found on Pre-arrival Pack).
7. Information on the culture and student life in the UNITED KINGDOM (can be found on Pre-arrival Pack).