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Guidelines for becoming an Agent of Cambridge Melchior College

Criteria for becoming an Agent

- Cambridge Melchior College (hereinafter referred to as “the College”) appreciates that the United Kingdom’s educational sector has become highly competitive. This situation calls for innovation on the part of educational providers in identifying credible sources of promoting their services to prospective students. For this reason, the College will enter into formal contractual arrangements with reputable recruiting agents in various parts of the world. College agents are issued with an Agency Agreement, subject to satisfactory references, for a maximum period of 2 years, after which the Agreement can be renewed if appropriate.
- It is instructive to note that the College is not oblivious to the need to ensure that prospective students obtain a very high level of professional service from its agents. To meet this goal, the College has established criteria for assessing the competence of its agents. The College has also established a Code of Ethics for Educational Agents.

The College recognises two broad categories of agent:

1. **Internally reputable recruiting agents:** are reputable and selected companies/business entities that have signed a formal contract with the College and have volunteered themselves into a binding 'Agency Agreement' that allows them to advise and recruit students on behalf of the College. The Agreement is aimed at ensuring mutual benefit for both organisations.
2. **Local recruiting agencies:** the College sometimes approaches small, local recruiting agencies or is approached by such agencies. Where this is case, the College will ensure that the agencies meet British standards of ethical conduct in student recruitment. All agents must sign a binding Agency Agreement in order to be permitted to recruit students to the College.

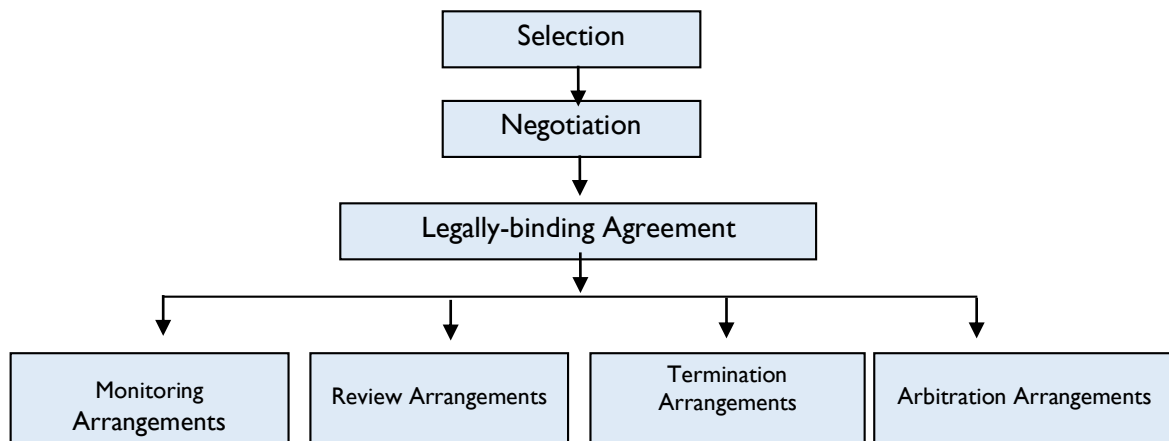
Immigration Department Compliance

1. The agent must confirm that s/he has read and understood UKVI rules, regulations and guidelines for studying in the United Kingdom and has kept conversant with developments as relevant to their representation.
2. The agent will not engage in any false, misleading or deceptive conduct or otherwise contravene any of the College’s obligations towards the UK government, the public and its students as a whole.

3. The agent will only accept those students who, to the best of their knowledge, meet visa requirements as specified in UKVI immigration rules, and who are likely to meet the conditions of their permission to enter or stay in the United Kingdom.

Note: Depending on the region or country, agents might be called representatives for the College, education consultants, consultancies or overseas student advisors. All prospective students must be assured that they are dealing with current agents of the College and that an agent's contract has not been cancelled, or unilaterally or mutually terminated.

Agent Recruitment Procedures Step by Step



Selection

A prospective agent may offer his or her services, be recommended, or be otherwise identified by the College. In order to consider using the agent, the institution requires:

- **Credible legal standing/identity:** The agent must have legal standing empowering him/her to operate legally.
- **Previous reputation:** The College prefers to work with agents who have already established their reputation in the market both locally and internationally. However, the College will also work with some debut agents.
- **Intended advertising/promotional code:** The agent must follow the College's promotional code.
- **Economic indicators:** The College may require the agent to submit his or her business plan and financial report (if applicable).
- **Legal compliance:** The agent must comply with UKVI and other relevant rules and regulations.
- **Appreciation of the College's Code of Ethics and Code of Ethics for Educational Agents:** The agent is obliged to accept the rules and regulations of the 'Cambridge Melchior College Code of Ethics and Code of Ethics for Educational Agents'.

These matters should be fully investigated by the Director of Sales and Marketing (or their nominee) who should seek information from local government offices and agencies, government offices and agencies based in the agent's country of origin, other British educational institutions for which the prospective agent may have worked, and the prospective agent themselves. On the basis of these investigations, the Director of Sales and Marketing should advise the Managing Director whether or not to proceed with the agent appointment procedure.

Negotiation

Where the Managing Director authorises the procedure to continue, the Director of Sales and Marketing (or their nominee) should negotiate arrangements with prospective agents. These should cover the obligations of the agent and restrictions upon their conduct, the obligations of the College, and arrangements for monitoring, commercial arrangements, financial arrangements, procedures for terminating the Agreement, arbitration, and matters of legal jurisdiction.

Legally-binding Agreement

Once arrangements have been negotiated with an agent, they will be embodied in a legally binding Agreement or contract. The contract should be signed by the Director of Sales and Marketing on behalf of the College, and also by the agent.

The Obligations of the College

The College's obligations are:

- To make an adequate supply of approved promotional materials available as well as details of the course fee structure.
- To advise the agent when courses are full or capacity is limited.
- To advise the agent promptly of any new or additional courses or of any substantial variation in the syllabus for a course.
- To record and notify the receipt of all applications prior to forwarding them to the Managing Director for processing.
- To deal promptly with enquiries from the agent.
- To send members of College staff to a number of events annually or to be agreed with the agent, in order to support the agent's work in promoting the College and advising potential applicants.

Register of Approved Agents

Once the contract has been concluded, the agency may be entered on the College's Register of Approved Agents. The information held on the Register includes:

- The name and address of the agent

- The date on which the signed Agreement commences and the date it will end.

Monitoring Arrangements

Monitoring will be undertaken by the Director of Sales and Marketing (or their nominee), and is to include visits to the agent by the **College Directors (or nominees)**. The Managing Director will monitor the activities of the agent. He or she will assess whether the agent is fulfilling the terms of the Agreement.

In the event of a perceived breach of obligations or of restrictions, the Managing Director will notify the agent and require remedy within fourteen days. If remedy is not forthcoming, the Managing Director may terminate the Agreement, whereupon the name of the agent will be removed from the College's approved agent register.

Review Arrangements

At the conclusion of the contract, the Agreement will be subject to formal review. The review will seek to establish:

- Whether the agent has retained their status within the educational community, their financial standing and their legal status in order to be reappointed.
- Whether the agent will continue to be able to discharge their obligations and abide by College imposed restrictions.

The review will be conducted by the Managing Director (or his/her nominee) who will consult with the College Directors and Shareholders. The Managing Director will then decide whether or not the contract should be renewed and whether the agent's name should be allowed to remain on the register.

Termination Arrangements

The College reserves the right to terminate the Agreement in the event of it being breached by the agent; the latter engaging in conduct which is prejudicial to the College; the insolvency of the agent; a change in management or control without the consent of the College; or the death or incapacity of the agent.

Legal Jurisdiction

The College insists that British Law governs the Agreement and that any proceedings arising out of it should be brought in the United Kingdom; but that it may, if necessary, pursue proceedings in any jurisdiction it thinks appropriate.

Appendix 1: Information about Cambridge Melchior College

1. Who is Cambridge Melchior College

- College in new location in Cambridge established to provide a range of College (non-accredited) and Awarding Body accredited programmes for international students.
- College is active in the European, USA and Asian markets
- Goal is to offer a mixture of accredited and non-accredited programmes to mixed groups of European (Home) and other international students.
- College offers on-site residential accommodation as well as Homestay
- Beautiful historic house
- Landscaped gardens
- Well qualified & experienced teaching staff

2. Do we have any accreditations?

- We have membership of the ASIC
- We are applying for full accreditation with ASIC (Accreditation Service for International Colleges)
- We are waiting for the accreditation visit in February/March.

3. What programmes do we offer?

Academic taster programme - one or two week programmes giving students the chance to experience UK approach to teaching and learning. This could be a useful programme for those considering coming to the UK to study GCSEs, A levels or an Access programme.

Erasmus programme - term, two terms or a whole year programme giving students the chance to experience UK approach to teaching and learning. This programme will contain centred devised assessments including examinations. Reports will be sent to parents/schools. This could be a useful programme for those considering coming to the UK to study GCSEs, A levels or an Access programme.

IGSCE (level 2) - these are the international student sympathetic versions of intermediate level qualifications studied by pupils in England, Wales and Northern Ireland. They are the pre-requisite qualifications for advanced level study. E.g. A levels. They are normally studied in schools from 14 - 16 years old.

A levels (level 3) - these are advanced level qualifications designed as university entrance. They are quite specialised and so students normally select 4 or 4 subjects to study. The choice of subject is determined by student's choice of future career or university programme.

Access to Business (level 3) is a one-year university entrance programme. It was original designed for mature students who wanted to retrain and go to university but did not have the entry qualifications. For international students they must have achieved level 3 equivalent qualifications in their own country as a condition of entry. It is widely

accepted as a university entrance qualification by both selective and non-selective universities. E.g. University of Cambridge admits Access students.

All programmes have **intensive English language classes** and study skills as an integral element.

Summer Camps - programme purpose is cultural exchange. Sessions will cover topics on British history, English language, UK culture. There will also be a programme of cultural activities and visits.

4. What subjects do we offer?

Subjects are grouped under the following headings:

Pathway	Subjects
Humanities	History, Business Studies, Geography, Psychology, Economics, Government & Politics, Philosophy, English Literature, Sociology
Sciences	Physics, Chemistry, Biology, Mathematics, Further Mathematics
Arts	Painting & drawing, Photography, Printmaking & Design, History of Art

5. How much do they cost?

Summer Camps

City	Weeks	Residential Price	Homestay Price
Cambridge	1	£980	£940
	2	£1960	£1880
	3	£2890	£2790
	4	£3830	£3690
London	1	£1090	£1050
	2	£2180	£2090
	3	£3250	£3090
	4	£4290	£4180
Oxford	1	£990	£960
	2	£1990	£1920
	3	£2960	£2850
	4	£3940	£3790

Course	Cost
Academic taster programme 2 week	£1950
Erasmus programme term	£9,990
Erasmus programme year long	£29,700

IGSCE (level 2)	£29,700
A levels (level 3)	£29,700
Access to Business (level 3)	£29,700

Deposit £200

Booking fee £50

6. What are the entry requirements?

Standard entry requirements for academic programmes

- Normally must be at least 14 years old on 1st September of the year entry
- Applicants are required to demonstrate proficiency in the English language before they are admitted to CMC through possession of a recognised English language qualification at IELTS 4.5 (overall band score), or equivalent.
- Complete the CMC application form
- Parental consent form (students under 18)
- Copies of latest/most recent academic report
- Copies of all relevant certificates, including IELTS or Cambridge English Certificates
- Copy of passport
- Good educational references - including attendance (relating to previous 2 years)
- Meet UKVI financial requirements
- Successful interview:
 - Must be able to demonstrate vocational aptitude at an appropriate skill level
 - Must evidence high levels of motivation and commitment, as these are vital for successful completion of these courses

Level 3 academic programmes

For level 3 academic programmes applicants must meet all the criteria outlined in the standard entry requirements for academic programmes and have 5 GCSE at C grade or above, one of which must be mathematics, or equivalent.

Exceptional Entry

Applications are also welcomed from those without a full Level 2 qualification wishing to be considered under exceptional entry criteria:

- meet all the criteria outlined in the standard entry requirements for academic programmes
- Can provide evidence of relevant experience/practice in a commercial environment
- Able to evidence their ability to fully engage with and benefit from the level 3 programme

Entry requirements for non-academic & cultural exchange programmes

- Normally must be at least 14 years old on 1st September of the year entry
- Complete the CMC application form

- Copy of passport
- Parental consent form (students under 18)
- Fees paid prior to arrival

7. What is IELTS?

IELTS is an internationally recognised English Language qualification. It stands for International English Language Testing System (IELTS) examination is integral to the teaching we offer here at CMC. It underpins students' academic studies and equip them for learning in the English language, studying English-language syllabuses.

The College entry requirements stipulate an IELTS 4.5 (overall band score) to ensure a balanced profile of skills. Students who have an excellent speaking score but really weak English written skills will not cope with formal accredited programmes.

You may come across other terms or qualifications. Another example is English as a Second Language (Cambridge International Examinations). Elsewhere known as English as an Additional Language or English as a Foreign Language. English as a Second Language (ESL) is one of the academic subject offered by the Cambridge International Examinations Board at GCSE level and includes a syllabus which can be very beneficial to any overseas student wishing to pursue academic study in the UK.

8. How do we apply?

- Individuals - complete the College application form
- Groups - list from the agent. All students have to complete an application form prior to starting the programme.

9. Where is Willingham?

- An attractive, busy and thriving village on the outskirts of Cambridge
- It has easy access to London, Cambridge, Birmingham and Oxford.

10. What is included in the fees

- Airport transfer: for programmes 4 weeks or more
- Full board accommodation - Homestay fees or residential fees at Willingham House
- Activities (Cambridge based)
- Bed linen & laundry

11. What trips and activities will be provided?

Examples of trips and activities include:

- Walking tour of Cambridge
- Visiting the Fitzwilliam museum
- Punting on the Cam river in Cambridge
- One-day excursion to London
- One-day visit to Oxford