

Agent Approval Process Guidance

All agents wishing to work with Sunderland College must go through the College's approval process. Below are the stages of this process.

Stage 1:

1. Please complete the attached application form and sign the Contract of Good Practice. It is essential we have clear contact details, especially email, as it is part of our policy to be environmentally friendly and reduce the usage of paper via emails where ever possible. It is also essential that you are aware of our expectations at this stage.

Stage 2: *(Please allow up to 28 days – this is dependent on referee response time)*

1. Sunderland College will contact the two referees provided.
2. Your application and references will be sent for Approval.

Stage 3:

1. Sunderland College will email you a copy of the Agreement or a letter stating why your application was not successful.
2. Please print a copy of the Agreement to sign.
3. Scan the signed Agreement and email back to Sunderland College.

Stage 4: *(Please allow 2 to 14 days)*

1. A fully signed contract will be returned to you with a Certificate of Representation.

Commission

Sunderland College undertakes to pay commission as stated on the application form.

Commission can only be claimed for students who have enrolled at Sunderland College.

You can send us your student applications once you have applied to represent Sunderland College, however please note that Sunderland College will only issue offer letters once your application as a representative of Sunderland College has been approved by our Director of International Development.