

For country or division regional office, please contact us directly.

Agent Application form

Please fill it on the capital letter

Parties 1- The College

Oxford College of Education
Bridge House, 56 Bridge Street
High Wycombe, HP11 2EL
Phone: +44 1494 256340
Email: admissions@oxfordce.co.uk
Web: oxfordce.co.uk / cpd.oxfordce.co.uk

Parties 2- The Agent

Company name:

Full Address:

Company Registration number:

Company email:

Company Tel:

Company website:

Oxford College of Education

Date:

Please fill it on the capital letter

Section 1: Director Details

Title	
First Name	
Surname	
Nationality	
Passport No	
Mobile	
Email	
Permanent address	
Company name	
Company full address	
Website	

Section 2: Reference 1

Reference 1

Full name	
Position	
Company name	
Email	
Telephone	
Website	

Section 3: Reference 2

Full name	
Position	
Company name	
Email	
Telephone	
Website	

Section 4: Identifying activities and capacities.

1. Is your business registered? If so, provide licence number?

2. Business established date

3. How many branches & staffs working (part time and full time)?

4. Have you ever had bankruptcy?

5. What is VISA success rate?

6. How do you monitor academic suitability of student?

7. How do you monitor English Language Level?

8. How do you monitor the financial viability of the student?

9. How do you market your service?

10. How many applications can be sent to OCE in a year?

11. What is the percentage success rate of applications to ENROLMENT?

12. Do you stay connected with your students after getting VISA?

13. How do you monitor how successful your students academically?

14. How often do you visit your college/university/institute you represent?

15. How do you keep up to date with current VISA regulations?

16. Do you charge the student for the services? If so, how much?

Section 5: Commission Rates and Targets

On Campus (English and Diploma Courses)

Student 1 - 5	:20%
Student 6-10	: 25%
10 or more	:30%

Online Courses: GCSE, IGCSE, A-Level, CPD, English, Diploma

Student 1 - 5	:20%
Student 6-10	: 25%
10 or more	:30%

University Admissions (UK, USA, EUROPE, AUSTRALIA)

Oxford College of Education is affiliated and working closely with many universities either direct or using other partner portal to help our international students' progress on to the next level of their education.

Providing an option for students and supporting their next moves, Oxford College of Education helps students with direct entry to universities for their foundation, undergraduate,

Pre-Masters and postgraduate.

We will give you 60% Whatever we received from the university.

Section 6: Terms and Conditions

1. INTRODUCTION

Oxford College of Education is a private education provider offering a range of educational courses both through its physical campuses in the United Kingdom and online.

2. APPOINTMENT

Oxford College of Education hereby designates the Agent to serve as an educational agent responsible for student recruitment, subject to the conditions outlined in this Agreement. This Agreement becomes effective upon the formal acceptance of its terms and conditions by the Agent, as documented by OCE.

The stipulations within this Agreement are binding upon the Agent, as well as the Agent's personnel, business associates, contractors, subcontractors, and all other third parties, including their respective employees, who render services on behalf of the Agent. It is essential to review, comprehend, and mutually consent to this Agreement, alongside the accompanying Policies and Procedures.

Should both parties come to a written agreement, the Term of this Agreement may be extended for an additional period of 12 months or any other duration that is mutually agreed upon in writing. In such an event, the terms and conditions of this Agreement will remain in full force throughout the extended term.

3. EXCLUSIVITY

The designation of the Agent under this Agreement is non-exclusive concerning all College programs.

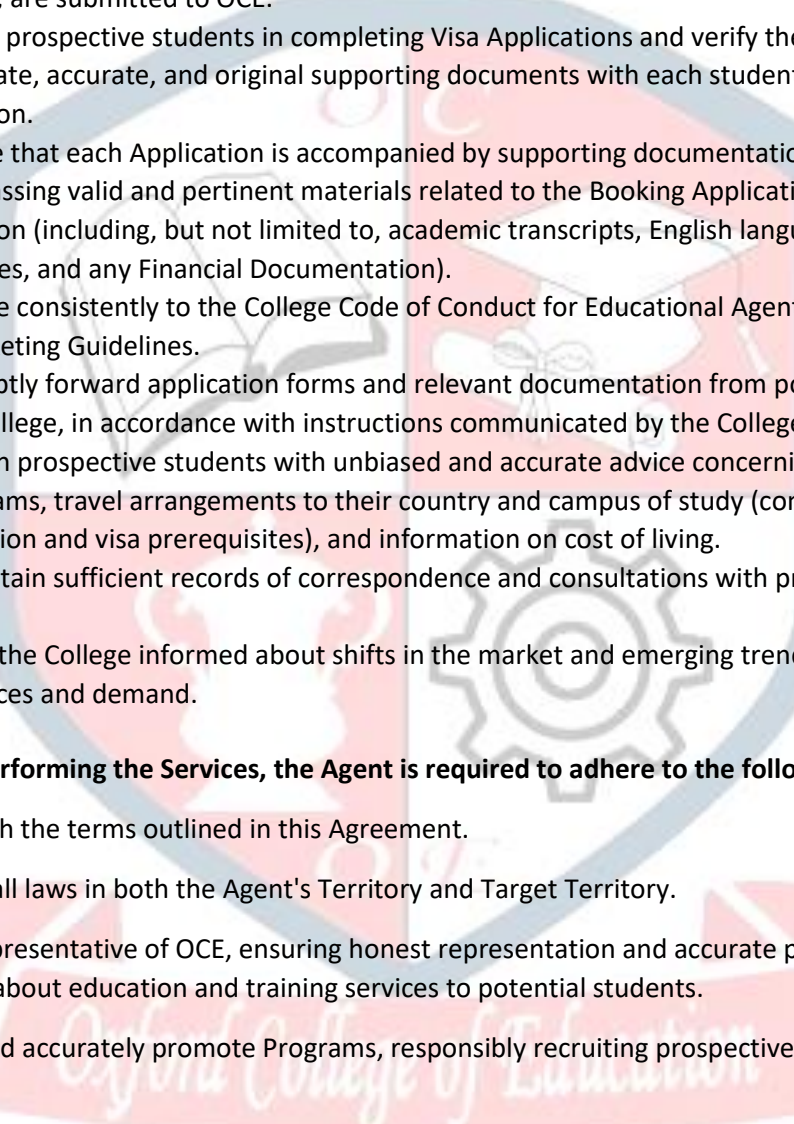
4. AGREEMENT DURATION

This Agreement shall become effective upon its signing and shall remain in effect for an initial period of 1 years, unless terminated otherwise. Upon the conclusion of the initial term, this Agreement will automatically renew under the same terms and conditions as stated herein, unless either Party notifies the other with a minimum of 30 days' notice expressing the intent not to renew the Agreement.

5. AGENT'S OBLIGATIONS

The Agent is bound to consistently uphold principles of good faith, fairness, consideration, and objectivity.

The Agent is tasked with actively promoting College courses to potential students, leveraging their local expertise in student needs and market trends, while taking into account each student's unique background, academic journey, and professional aspirations. The Agent's responsibilities encompass the following services:

- 
- (a) Facilitate program enrolments through the Agent's Website and face to face consultation with student.
 - (b) Attain the enrolment targets established by OC.
 - (c) Thoroughly comprehend and accept all Policies and Procedures.
 - (d) Provide guidance to students/parents on OCE Programs and relevant visa prerequisites.
 - (e) Identify suitable potential students for Program participation.
 - (f) Ensure that students, parents, or guardians are fully informed about their choice to receive or decline marketing material from OCE, as indicated on the Application.
 - (g) Verify that only completely filled-out Applications, endorsed by the student, parent, or guardian, are submitted to OCE.
 - (h) Assist prospective students in completing Visa Applications and verify the inclusion of all appropriate, accurate, and original supporting documents with each student's Visa Application.
 - (i) Ensure that each Application is accompanied by supporting documentation, encompassing valid and pertinent materials related to the Booking Application and Visa Application (including, but not limited to, academic transcripts, English language proficiency certificates, and any Financial Documentation).
 - (j) Adhere consistently to the College Code of Conduct for Educational Agents, inclusive of the Marketing Guidelines.
 - (k) Promptly forward application forms and relevant documentation from potential students to the College, in accordance with instructions communicated by the College as needed.
 - (l) Furnish prospective students with unbiased and accurate advice concerning the College, its programs, travel arrangements to their country and campus of study (comprising immigration and visa prerequisites), and information on cost of living.
 - (m) Maintain sufficient records of correspondence and consultations with prospective students.
 - (n) Keep the College informed about shifts in the market and emerging trends in student preferences and demand.

6. While performing the Services, the Agent is required to adhere to the following guidelines:

- Comply with the terms outlined in this Agreement.
- Adhere to all laws in both the Agent's Territory and Target Territory.
- Act as a representative of OCE, ensuring honest representation and accurate provision of information about education and training services to potential students.
- Ethically and accurately promote Programs, responsibly recruiting prospective students with integrity.
- Provide precise and truthful information to potential students about Program requirements, utilizing materials solely provided or endorsed by OCE.
- Take reasonable measures to verify the accuracy of information provided by potential students in their Applications and avoid using proxy information under any circumstances.
- Seek written approval from OCE before offering discounts or mark-ups on OCE Programs beyond listed or special promotion prices.

- Engage in promotional and marketing endeavours related to OCE only if pre-approved in writing by OCE.

Establish comprehensive procedures (including intended outcomes) to minimize the risk of:

- (a) Visa Application refusals due to fraud-related reasons or non-fraud-related reasons.
 - (b) Students downgrading their enrolment upon arrival.
 - (c) Visa cancellations resulting from non-compliance.
- The Agent is strictly prohibited from recruiting students intending to receive UK government funding or those already receiving such funding.

7. THE COLLEGE'S OBLIGATIONS

The College is committed to conducting its actions in good faith, marked by fairness, consideration, and objectivity. In line with this, the College will:

- Furnish the Agent with comprehensive training and information concerning the College's programs, admissions criteria, and any pertinent updates.
- Provide promotional materials and relevant information.
- Extend admission offers to students recruited by the Agent, provided they meet the College's entry requirements.
- Equip the Agent with the necessary information to fulfil the Services and comply with the responsibilities defined in this Agreement.
- Evaluate completed Applications from potential students in a reasonable timeframe.
- Timely remunerate the Agent with commissions, provided the terms and conditions have been met.

8. OCE reserves the right to:

- Oversee the Services rendered by the Agent through mechanisms such as student and staff feedback, observation at educational fairs, regular communication, meetings with onshore and offshore Agents, and data analysis.
- Promptly take corrective measures or terminate the Agreement if any non-compliance with the Agent's obligations, negligence, carelessness, incompetence, false advertising, misleading practices, or unethical recruitment methods come to OCE's attention. This includes practices that could compromise the integrity of education and training.
- Decline any prospective student referred by the Agent.
- Refuse applications from the Agent.
- Impose additional conditions before processing Applications.
- The terms of this Agreement shall apply, and the Agent commits to promptly cease such activities.

9. ASSIGNMENT AND SUB-AGENTS

- The Agent is prohibited from delegating its obligations outlined in this Agreement to sub-agents without obtaining prior written consent from the College.
- Any arrangements established between the Agent and any sub-agent must be subject to the College's written approval.
- While engaging sub-agents, the Agent must exercise due diligence to ensure that these sub-agents adhere to the College Code of Conduct for Educational Agents. It is mutually acknowledged that a breach of the College Code of Conduct by a sub-agent may result in the immediate termination of this Agreement.
- The Agent is expressly restricted from transferring any of its rights stipulated in this Agreement to third parties, including sub-agents. It is explicitly understood that no provision within this agreement shall be construed to establish a contractual relationship between the College and any sub-agents.

10. PROVISION OF INFORMATION BY AGENT

Prior to a prospective student finalizing an Application, it is incumbent upon the Agent to furnish the prospective student with the information disseminated to the Agent by OCE encompassing:

- Detailed insights into OCE, its facilities, equipment, and available learning resources.
- Comprehensive understanding of the Programs, inclusive of course content and duration, qualifications conferred (including credit and value level), study modes, external recognition or accreditation status of the Programs, avenues for progression, and any specific prerequisites applicable to specific courses, such as immunizations or health clearances.
- Clarity on admissions processes, with specific consideration for international students, highlighting any deviations.
- Clear indication of the minimum English language proficiency and educational qualifications prerequisite for admission to the Program.
- Thorough comprehension of visa requisites essential for student compliance, encompassing levels of English language proficiency.
- Transparent disclosure of acceptance criteria, requisite deposits, Program fees, refund policies, additional study-related expenses (including potential fluctuations), details pertaining to available scholarships, and other avenues of financial assistance.
- Overview of available student support services.
- Insights into employability prospects, including opportunities for work experience, volunteerism, and internships.
- Introduction to the educational framework prevailing in the Target Territory.
- Detailed information regarding campus location, along with indicative costs of living within the Target Territory and the local surroundings of the relevant campus.

11. GENERAL WARRANTY

The Agent affirms and guarantees that both itself and its staff possess the requisite qualifications and competence to effectively fulfill their duties as delineated within this Agreement. Furthermore, the Agent confirms that it has obtained any necessary licenses or fulfilled required registrations essential for the execution of its responsibilities as stipulated in this Agreement.

12. PRICES AND COLLECTION OF STUDENT FEES

- OCE reserves the prerogative to modify prices due to factors such as tax adjustments, currency fluctuations, alterations in governmental policies, regulatory interventions, or other reasons determined solely by OCE.
- OCE grants the Agent the authority to collect funds from students or potential students on OCE's behalf. However, all funds collected must be remitted to OCE prior to the issuance of the final admissions letter or visa letter.
- The Agent is prohibited from imposing additional charges beyond the specified course fees. For instance, if a course fee is £6,500, the Agent must not levy any supplementary charges on behalf of the college.
- Should the Agent intend to levy any service charge in addition to the fees, full disclosure must be made to students/parents, and a written agreement between both parties must be established.
- The Agent is obliged to clarify whether the imposed service charge is refundable or not.

13. FINANCIAL ARRANGEMENTS

- In exchange for delivering student recruitment services to the College, the College agrees to pay the Agent commissions after student enrollment, within a maximum of three months, in accordance with the rates and targets specified in the Schedule.
- With reasonable notice to the Agent, the College retains the right to revise commission rates in the Schedule periodically to reflect alterations to the College's courses or shifts in market conditions.
- The Agent must present the College with an invoice, along with a statement detailing the names, student numbers, program of study, and fees received for students recruited by the Agent.
- All invoice amounts shall be in £GBP and submitted to the College at a frequency ranging from once a month to every six months.
- All commission payments will be calculated based on fees received (in cleared funds) by the College from students, net of any refunds and inclusive of value-added tax or similar taxes.
- The College reserves the right to offset any overpayments resulting from refunds against future commission claims.
- Upon receipt and verification of the invoice, the College will remit the Agent any commission owed for funds received from students recruited by the Agent within 30 days (or another period agreed upon in writing by both parties).
- The College reserves the right to request evidence of the Agent's correspondence and advice to prospective students in relation to commission claims. Payment may be withheld if satisfactory evidence is not provided.
- The Agent is responsible for its operational and marketing expenses. The College will only cover pre-approved marketing expenses incurred by the Agent in promoting the College and its programs.
- The College may request invoices or appropriate evidence of payment before reimbursing pre-approved expenses.

- The Agent is not authorized to accept any form of payment on behalf of the College. Student payments must be made directly to the College's accounts.
- The College can adjust its refund policy as needed. The Agent must adhere to the College's prevailing refund policy and inform prospective students accordingly.
- The College reserves the right to deduct commission in cases where a student is eligible for a refund.
- If the Agent has made a payment on behalf of a student, the Agent is solely responsible for refunding the payment.
- If the agency contract is terminated and/or no pending Agent invoices exist, the College reserves the right to pursue future commission claims.
- No Agent's Remuneration will be paid if a student applies directly to OCE. If OCE receives an application from a student before the Agent's application for the same student, but the Agent can demonstrate active involvement in recruitment, counseling, or visa preparation, OCE will pay the Agent a partial processing fee of 50% of the Remuneration and exclude the student from enrolment targets for potential bonus payments.
- In cases where a Visa Application is denied due to Agent misguidance or negligence, OCE reserves the right to withhold due Agent's Remuneration.
- If the Agent recruits a disproportionate number of non-completing or non-progressing students, or if students' test results significantly differ from their application claims, OCE may audit the Agent's systems and processes and withhold Agent's Remuneration if the situation adversely affects OCE's relationship with government authorities or other agents.
- If a student receives a full or partial Program fee refund, the Agent's Remuneration will be reduced proportionally.

14. MARKETING MATERIALS AND THE MARKETING GUIDELINES

- All marketing communications featuring the College's name and/or logo, as well as the names of the College's programs, partners, students, employers, and directors, must strictly adhere to the Marketing Guidelines. Prior to dissemination, these communications must receive approval from the College. Marketing communications encompass public announcements, press releases, websites, prospectuses, brochures, advertisements, and any other content accessible to the public or any third party.
- In cases where submitted material is not in English, the College will necessitate an English translation for the purpose of review and approval.

12-LANGUAGE

- This Agreement has been composed in the English language. In the event that this Agreement is translated into any other language, the English language version shall take precedence.
- Any communication provided concerning or related to this Agreement shall be conveyed in the English language.

14. NO PARTNERSHIP OR AGENCY

Nothing within this Agreement is intended to, nor shall it be construed as establishing any partnership or joint venture among the Parties, nor does it grant any Party the authority to make or undertake commitments on behalf of the other Party.

15. TERMINATION

Termination without cause:

This Agreement can be terminated by either party upon a thirty-day notice provided to the other party. Termination for cause:

In addition to any other termination rights mentioned elsewhere in this Agreement, Oxford College of Education (OCE) reserves the right to promptly terminate this Agreement in writing under the following circumstances:

- If OCE becomes aware of, or suspects, that the Agent, its employees, or sub-contractors have engaged in dishonest practices, including misleading prospective students about the primary purpose of their student visa application.
- In the event of a breach of any obligation, warranty, or undertaking specified in this Agreement, or if a false representation has been made.
- If the Agent, its employees, or sub-contractors become subject to regulatory, criminal, or civil enforcement proceedings that undermine the terms of this Agreement or the Agent's capacity to perform the Services.
- Failure to comply with any reporting obligation stipulated in this Agreement.
- Failure to achieve enrolment targets set by OCE.
- Facilitation of Applications for prospective students who are likely to not comply with visa requirements.
- Provision of inaccurate information to prospective students regarding Program fees or acceptance likelihood.
- Making representations or guarantees to prospective students regarding student visa attainment.
- Engagement in false or misleading advertising or recruitment practices.
- Making false comparisons or inaccurate claims about association between OCE and other education providers.
- Unauthorized advertising or promotional activity related to OCE's Programs.
- Unauthorized use of OCE's Intellectual Property.
- Active recruitment or attempted recruitment of students already engaged with another official representative of OCE.
- Unauthorized signing or encouragement of others to sign official documents on behalf of students.
- Knowingly omitting or falsifying information submitted to OCE that, if known earlier, could have prevented the entering of this Agreement.
- Termination due to a breach of OCE's Agent Code of Conduct.

- Discovery of fraudulent student documents submitted by the Agent, resulting in immediate termination without refund for the student if any deposit or payment has been made.

Upon termination of this Agreement, the Agent must:

- Submit all Applications and remit all fees from prospective students received up to the termination date to OCE.
- Cease using any advertising, promotional, or other material provided by OCE and return such material to OCE at the Agent's expense through registered mail or a reputable courier.
- Any Party may terminate this Agreement with at least three (3) months' written notice. Without waiving accrued rights or remedies, a Party can terminate this Agreement without notice if the other Party breaches its obligations, and if the breach is remediable, it fails to rectify the breach within 14 days of receiving written notice. The

College can terminate this Agreement without notice if the Agent:

- Repeatedly breaches the terms in a manner indicating lack of intention or ability to fulfil them.
- Suspends payment of debts, is unable to pay its debts, or admits inability to pay its debts.
- Initiates negotiations with creditors to reschedule debts or proposes a compromise with creditors.
- A petition is filed, a resolution passed, or an order made for winding up (for companies).
- Subject to a bankruptcy petition or order (individuals).
- Becomes incapable of managing affairs due to illness or incapacity.
- For the avoidance of doubt, the English language version of this Agreement shall prevail in case of any discrepancies arising from translations. All notices pertaining to this Agreement must be in English.
- If student complained that agent charged extra money which is college is not aware of it
- If the student did not pay before arriving the UK
- If student did not complete the enrolment

Agent Conduct and Compliance Policy

Agent Disclosure Requirement:

Agents must clearly inform the college if a student is recruited directly by them or through a sub-agent. Failure to provide accurate information regarding the source of each student application will be deemed a breach of this policy.

Zero-Tolerance for Misconduct:

The college enforces a zero-tolerance policy on misconduct and dishonest practices. Agents must adhere to all college policies, rules, and regulations strictly. Any actions involving misleading prospective students, fraudulent behavior, or any form of deception will result in immediate contract termination.

Consequences for Breach of Conduct:

In the event of any misconduct, fraudulent activity, or breach of college regulations:

- The college reserves the right to terminate the agent's contract immediately.
- The college will pursue legal action against the agent, demanding compensation of £100,000 to cover any damages or reputational harm caused.

Notification to Authorities:

- If any agent is found involved in dishonest or fraudulent practices, the college will report these actions to relevant authorities, regulatory bodies, and educational oversight organizations.
- This policy underscores our commitment to ethical practices and accountability. Agents are urged to comply with these terms strictly, as any breach will result in severe legal and financial repercussions.

16. CONSEQUENCES OF TERMINATION

Except as expressly outlined in this Agreement, neither Party shall be bound by any further obligations to the other following the Agreement's termination.

- Upon the conclusion of this Agreement, the Agent is required to halt all recruitment activities and refrain from portraying itself as affiliated with the College.
- Any provision in this Agreement intended to remain in effect after termination, whether explicitly or implicitly, shall continue to be fully enforceable.
- Termination of this Agreement, regardless of the cause, shall not impinge upon the Parties' accrued rights, remedies, obligations, or liabilities that were in existence at the time of termination.

17. CONFIDENTIALITY AND DATA PROTECTION

- Each Party commits to maintaining the confidentiality of any proprietary information related to the other Party's business, operations, clientele, suppliers, or any member within the other Party's corporate group.
- Either Party may disclose the other Party's confidential information to its employees, officers, representatives, or advisers, who require such information for fulfilling obligations outlined in this Agreement. It is incumbent upon each Party to ensure that the individuals to whom confidential information is disclosed adhere to legal, court-ordered, or governmental/regulatory compliance as necessary.
- The Agent acknowledges its responsibilities regarding student confidential information as stipulated by the UK Data Protection Act. The Agent further assures the College of its ability to implement adequate systems to meet the Act's requirements.
- During the term of this Agreement, both Parties consent to the potential disclosure of the Agreement's existence (without divulging its specific terms) and the other Party's basic contact details to third parties. The Agent agrees to maintain the confidentiality of the Agreement's specific terms, which includes commission rates and targets.

- No Party shall employ any confidential information of another Party for purposes beyond fulfilling obligations prescribed in this Agreement.

18. ENTIRE AGREEMENT

This Agreement constitutes the comprehensive understanding between the Parties regarding the Payment and supersedes all prior drafts, agreements, arrangements, and understandings, whether written or verbal, concerning the same subject matter.

19. CONFLICT WITH OTHER AGREEMENTS

In the event of any disparity between the provisions of this Agreement and those of any prior agreements between the Parties, whether oral or written, the provisions of this Agreement shall take precedence.

20. VARIATION

Any modification to this Agreement shall only be valid if it is documented in writing and endorsed by both Parties or their authorized representatives.

21. NOTICES

All notices or other communications mandated to be conveyed to a Party pursuant to or concerning this contract shall be presented in written form.

22. COUNTERPARTS

This Agreement can be executed in multiple counterparts, and each counterpart, once executed and delivered, will be deemed an original of this Agreement. All counterparts, when combined, shall constitute a single Agreement. It is important to note that no counterpart will become effective until every Party has executed at least one counterpart.

23. THIRD PARTY RIGHTS

Except for the right of the College and its associated companies to enforce the terms of this Agreement, no individual or entity apart from the Parties involved shall possess the authority to enforce any provision within this Agreement.

24. GOVERNING LAW AND JURISDICTION

This Agreement, along with any dispute or claim arising from or related to it, including matters not governed by contract, shall be subject to the laws of the United Kingdom, and shall be interpreted and enforced accordingly.

25. College Code of Conduct for Educational Agents

This document outlines the fundamental principles of collaboration and the anticipated conduct by OXFORD COLLEGE OF EDUCATION for educational agents engaged in recruiting international students for the College. While serving as a general guide to principles, it is anticipated that agents will consistently uphold the utmost levels of integrity, honesty, and professional behavior. Agents are also expected to adhere to the precise terms and conditions stipulated in their respective contracts. The conduct of agents is anticipated to consistently reflect good faith, fairness, consideration, and objectivity.

The subsequent guidelines delineate the code of conduct applicable to educational agents, regardless of their legal structure as sole proprietors, partnerships, or limited companies.

Agents are expected to:

- Exhibit suitable attributes and competencies to effectively address the genuine requirements of international students. OXFORD COLLEGE OF EDUCATION undertakes due diligence concerning agents' financial stability and governance structure. Agents are obligated to promptly inform OXFORD COLLEGE OF EDUCATION of any substantial changes in their ownership, governance, control, or financial status. Agents must refrain from endorsing or inciting unlawful activities.
- Accurately represent their areas of expertise, education, training, and experience.
- Safeguard the confidentiality and integrity of student information and communications. Agents must always adhere to local data protection laws, their organization's confidentiality and record-keeping policies, as well as the stipulations of the UK Data Protection Act.
- Agents should make sure that students are informed about circumstances under which information may be disclosed without prior authorization.
- Refrain from unwarranted or inappropriate criticism of fellow educational representatives or institutions, seeking to resolve any differences of advice directly with the concerned party in a professional manner.
- Establish appropriate resources and procedures to offer professional support services to international students and institutions.
- Stay informed about relevant developments in statutory and case law, regulations, immigration rules and procedures, institutional policies, and other codes through Continuous Professional Development. Agents should distinguish between information, advice, and counseling, and be able to recommend qualified counseling assistance to students when necessary.
- Acknowledge the limits of their qualifications and competence, making suitable referrals for situations that exceed their scope. Agents must avoid providing regulated advice unless properly accredited or licensed. It should always be clear to students the type of authorized advice an agent can offer.
- Provide both OXFORD COLLEGE OF EDUCATION and students with timely and relevant information, refraining from withholding essential details.
- Act as a representative voice on issues significant to students and the College.
- Deliver the range of services specified in their agreement with OXFORD COLLEGE OF EDUCATION to ensure collaborative delivery of quality support to international students.
- Respond promptly to communications from students and OXFORD COLLEGE OF EDUCATION.
- Not engage in or tolerate discrimination based on ethnic or national origins, gender, sexual orientation, religion, disability, or age.
- Exhibit cultural sensitivity and respect for diverse cultures and value systems.
- Act in the best interests of the student, while upholding institutional policies, statutory and legal requirements, and the legitimate interests of sponsors.
- Prioritize the personal, social, educational, and career needs of students.
- Advertise strictly in line with the Marketing Guidelines provided by OXFORD COLLEGE OF EDUCATION, and in an ethical manner, refraining from false, misleading, or detrimental advertising.
- Continuously evaluate their own and their staff's professionalism, taking corrective measures for improvement when necessary.

26. INTELLECTUAL PROPERTY

- The Agent acknowledges that OCE's rights to the Intellectual Property and associated goodwill are the exclusive property of OCE.
- OCE retains the right to determine the usage of its brand in all marketing materials and communications, including online marketing communication.
- The Agent agrees and understands that:
- It is authorized to use the Intellectual Property solely for the purposes of and during the Term as approved by OCE.
- Except as allowed under this Agreement, the Agent has no entitlement to use the Intellectual Property or any portion of it, and shall not attempt to register any Intellectual Property.
- The Agent shall not use trademarks, trade names, or appearance that resemble OCE's trademarks, trade names, or appearance, which could potentially confuse or mislead the public.
- The Agent shall refrain from altering, removing, or tampering with any trademarks, trade names, logos, numbers, or other identifying elements on any materials provided by Study Group. Additionally, the Agent shall not affix its own trademarks or trade names to OCE'S materials, packaging, or related items.

The Agent is obligated to inform OCE of:

- Any actual, impending, or suspected infringement of Intellectual Property in the Agent Territory that the Agent becomes aware of.
- Any claims made by third parties, regarding the infringement of their rights by the Intellectual Property in the Agent Territory.

Signed by for and on behalf of (“the Agent”)

Name:

Position:

Signature:

Date:

Stamped:

After complete return to admissions@oxfordce.co.uk

Signed by for and on behalf of Oxford College of Education

Name: Md Tanim

Position: Marketing Manager

Signature:

Date:

Stamped: