



Education Agent Notice and Consent Form

Dear Bournemouth University

Part 1

I, (date of birth), give consent for my education agent,, to act on my behalf for all matters relating to my application and/or visa counselling services including, but not limited to:

- Supporting me with, and submitting, an application on my behalf but not writing my application; and
- accepting any offer on my behalf (such offer will be sent to me directly with copy to my education agent).

I confirm that all the information that I give to my education agent will be true, complete and accurate.

Agent Quality Framework

Bournemouth University (BU) train, monitor and evaluate our education agents to ensure they offer the best possible service. If you enrol with us, we pay the education agent a fee. There have been examples of unofficial education agencies claiming to represent us. Please check our [agent list](#) to be sure you are using an official partner of BU. You can also refer to the [student guide to choosing an education agent](#) to be more confident in your decision.

As part of our commitment to the [Agent Quality Framework \(AQF\)](#), all our contracted education agents are required to adhere to [The National Code of Ethical Practice for UK Education](#) when helping international students apply to BU.

We recognise that occasionally applicants may have reason to raise a concern about an education agent who has supported them with their application process. If you wish to submit a complaint about one of our education agents, please read the [Bournemouth University Education Agent Complaints Process](#) and submit this [form](#) via email to: international@bournemouth.ac.uk

Contractual relationship

Our student agreement will form the basis of the contractual relationship between BU and me. I understand that I can find details of this together with BU's policies and procedures at: <https://www1.bournemouth.ac.uk/students/help-advice/important-information> and that I should read these carefully before my application is submitted. I accept that if I do not comply with the requirements referred to in the student agreement and relevant policies and procedures, BU may cancel my application and any subsequent offer and I shall have no subsequent claim against BU.

Use of information in applications to BU

I understand that by completing an application to BU I will be asked to provide a wide range of

personal information. BU will use all information in my submitted application and other information provided by me and my education agent to assess my eligibility to undertake the course and determine whether to make me an offer to study at BU. If an offer is made, this information will also be processed in connection with my application for a student visa (if applicable).

Note: BU's privacy notice (<https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/student-recruitment-admissions-privacy-notice>) explains how and why BU will process your personal information that is included in an application to BU and the other information which is generated through BU's admissions process (please see in particular part 4, the sections "Applications & the Admissions Process" and "International Applicants").

Certain uses of your personal information within the admissions process are carried out with your consent (agreement), which you can withdraw at any time. Some consents for particular uses of your information are given through this form, others are requested through the application process. Where use of your data is not dependent on your consent, this is explained in the privacy notice.

I understand that if my personal information is included in an application form submitted to BU by me or by my education agent on my behalf, this will indicate that I agree to its use by BU within its admissions process, as described in the privacy notice (where consent for the use is needed, e.g. health/disability information).

Sharing of information between BU and my education agent

If I apply to become a student with BU, my education agent will send and receive communications with BU on my behalf. My education agent will provide BU with my personal information related to my course, my application to BU and my visa application (if applicable) and any queries I may have. BU will send my education agent updates about the progress of my application and requests for further information. These communications will be sent using email and via myHub (BU's applicant portal).

This means that my education agent will have access to all information included by me in my application to BU, including any information I share in my application relating to my health conditions, disabilities or additional learning support needs; my ethnicity, religious beliefs and sexual orientation; and my criminal record (if any).

Note: *If your education agent is based outside the UK or the European Economic Area (EEA) they will not automatically be subject to the same laws on protection of personal information as apply in the UK or the EEA. However, the contract between BU and your education agent requires them to keep your information secure and comply with the laws which apply to BU's processing of personal information.*

By signing this form, I confirm that I agree to the sharing of my personal information between my education agent and BU as described above. I understand that I can withdraw this agreement by notifying BU that my education agent no longer represents me in relation to my BU application.

Part 2 - Consent to share data with BU International College (BUINTCOL)

Note: *This will apply if BU either:*

- *offers you a place conditional on completion of a pre-sessional English course; or*
- *rejects your application but feels that you may benefit from a preparatory course before making further similar applications.*

With your agreement, BU would like to share some information about you with BUINTCOL, BU's partner international college in Bournemouth which offers pathways into further study at BU. For more information about BU's partnership with BUINTCOL please see: <https://www1.bournemouth.ac.uk/study/international/preparatory-programmes>. We would share your name, email address, phone number and limited information about your application to BU so that BUINTCOL can contact you by email or phone with information about pre-sessional or preparatory

courses relevant to you. Please tick a box below to indicate whether you agree to this contact:

- Yes please, I am happy for BU to pass my contact details to BUINTCOL so that they can contact me direct with information about any relevant courses.
- No thank you, I would prefer to take my own steps to identify any relevant courses independently.

Part 3 - Changes to my information

I will tell BU promptly:

- about any changes to the information BU holds about me to iat@bournemouth.ac.uk and
- if I decide not to continue to use the services of my education agent to international@bournemouth.ac.uk

Signed

Date

ANY CHANGES ON THE TEMPLATE WILL INVALIDATE THE CONSENT FORM