

Central Film School

2025-26

Central Film School

Education Partner (Agents) Policy

1. Introduction

- 1.1. Central Film School works with education partners, or agents, who support the recruitment of international students on behalf of the school. Agent activity may vary from simply referring applicants to CFS to supporting them throughout the entire admission process, handling their application materials and offering guidance during the CAS and student visa application process.
- 1.2. Education Partners who are interested in sending prospective students to us need to have an active **Partnership Agreement** with Central Film School and have attended an **agent training session** on the school's offerings.
- 1.3. As part of its due diligence, Central Film School is responsible for maintaining accurate records of all Education Partners. Prior to onboarding, the school will conduct robust vetting, including reference checks and verification of business credentials, to ensure prospective partners align with the standards set out by the UK Agent Quality Framework (AQF).

2. Partnership Agreement

- 2.1. All agents will be required to sign a Partnership Agreement with the school in order to formalise their working relationship with Central Film School and to receive commission for students they have referred to us.
- 2.2. The Partnership Agreement is a rolling contract which remains active until terminated by either party.

- 2.3. The agreement mandates strict adherence to the [National Code of Ethical Practice for UK Education Agents](#). Partners must operate with integrity, transparency, and always prioritize the best interests and safeguarding of the prospective student
- 2.4. In the event of misconduct from the agent, termination of the partnership will be considered as stated in the partnership agreement.

3. Training Session

- 3.1. All new active agents will need to undergo a training session with a member of the Student Recruitment and Admissions Team, which covers the following:
 - A general introduction to Central Film School as a specialist higher education institution
 - Central Film School’s location, facilities, and equipment
 - Academic and short courses, their respective tuition fees, and the admissions process and entry requirements for international students
 - Extracurriculars, including industry partnerships and masterclasses
 - Partner information and commission package
 - Any further information, such as scholarships, accommodation etc.
- 3.2. This information will then be sent to the agent to be distributed among admissions teams. Agents will be requested not to share sensitive information regarding the commission package with any prospective students or third parties.

4. British Council Certification

- 4.1. It is a mandatory requirement that all active Education Partners successfully complete [British Council](#) agent training and maintain a valid certification. This ensures agents possess a comprehensive understanding of the UK as a study destination and the compliance requirements involved.
- 4.2. Central Film School is committed to the [UK Agent Quality Framework \(AQF\)](#). All partners are expected to fully adhere to the AQF and its underlying National Code of Ethical Practice. The school will periodically monitor and review agent performance, student feedback, and application quality to ensure these ethical standards are consistently upheld. Failure to maintain AQF standards or active British Council Certification may result in the termination of the partnership agreement.

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