

Application for consideration to be appointed as an education agent

Company Profile			
Company Details			
Company Name			
Street Address			
Town		Postcode	
COUNTRY			
Postal Address			
Company Web			
Company Phone		Company Fax	
Company Skype		Company Email	
Lead Person(s):	Company Director(s)/Principal		Company Director(s)/Principal
Name			
Phone			
Email			
Contacts:	Representative (1)		Representative (2)
Name			
Position (please indicate if sub-agent)			
Phone			
Email			
Company Background			
Business Registration No. (if applicable)			
Are you registered with the British Council in your country of practice?	Y/N (please give details)		
Organisational Chart	Y/N (please attach)		
Key Business Activities	(please list)		
Do any of your services require accreditation by your government? If yes, which?			
Year founded		Years as an education agent	
Number of staff		Number of offices (and locations)	
Sub-agencies			
Partnerships/associations with other agencies/organisations/authorities etc. (please list)			
China Approval	Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Provide details:		
How did you first hear about Activate Learning?			

Marketing	
Which countries and regions do you recruit students from?	
Where and how do you advertise? (Please tick where appropriate and specify)	<input type="checkbox"/> papers/journals. Example:
	<input type="checkbox"/> exhibitions/fairs. Example:
	<input type="checkbox"/> links with schools/universities. Example:
	<input type="checkbox"/> social media (e.g. facebook, twitter). Example:
	<input type="checkbox"/> own brochure. Example:
	<input type="checkbox"/> other:
Performance	
Number of students sent abroad each year.	
Number of UK Visas supported in the past 12 months.	
Number of students sent to the UK each year.	
Number of UK Visas refused in the past 12 months.	
Percentage of students achieving success on course.	
How do you keep up to date with UK Visa and Immigration regulations?	
How do you assess the academic suitability of students?	
How do you assess the English language level and suitability of the student?	
How do you monitor financial viability of the students?	
How often do you visit the UK and institutions?	
Service Fees and Charges	
What services do you provide for students?	
Please provide details of any fees you charge students.	
Do you keep in touch with the students once they are enrolled? How?	
Do you collect feedback from students about their experience?	
Do you monitor the student's progress? How?	

Referees		
Educational Referees (x2)	1 st Referee	2 nd Referee
Name		
Position		
Organisation		
Address		
Phone		
Email		
Student Referees (x1)		
Name		
Address		
Phone		
Email		
Organisation/Institution where studying/studied		

Declaration

I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the Home Office UK Border Agency website.
- I have read the British Council **Guide to good practice for education agents** and agree to adhere to the relevant Standards.

Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes YES / NO

Signed

Name	Date
Organisation	Position