

LOYALIST

COLLEGE OF APPLIED ARTS
AND TECHNOLOGY

AGENT APPLICATION FORM

Basic Information			
Company name:			
Contact Person Title: (Mr./Mrs./Ms./Dr)	First Name:	Last Name:	Position in the company:
Office address:			
Telephone number:		Fax number:	
E-mail address:		Website address:	
Company Information			
Is your company registered to operate as an education agency, business or organization? Yes / No			
Does your company belong to any association or organization relevant to the type of education services your company provides? Yes / No If yes, please specify.			
Owner of the company: Title: (Mr./Mrs./Ms./Dr.)	First name:		Last name:
How long has your company been operating? Years Months		How many staff do you employ? Part time: Full time:	
In which country(ies) or region(s) do you wish to represent Loyalist College:			
Describe the structure of your company. Do you operate in more than one location – if so, please list the locations and facilities briefly below.			
Is the agency engaged in any other activities other than education? Please outline briefly.			

<p>Which type of business insurance do you currently have?</p> <ul style="list-style-type: none"> • No insurance • \$1 million liability • \$2 million liability • Other, please describe: 	
<p>Does the agency provide any immigration counseling? Yes / No</p> <p>If yes, please provide specific details regarding your company's authorization to consult on matters relating to immigration:</p>	<p>The Agent acknowledges that anyone providing immigration/citizenship advice or representation for a fee or other considerations, be it directly or indirectly, must be an authorized representative in accordance with the Immigration and Refugee Protection Act (IRPA) and the Citizenship Act in Canada, Bill C-35</p> <p>Initials: _____</p>
<p>Do you have any dealings with the local Canadian Embassy/High Commission? Yes / No</p>	
<p>Do you currently represent other higher education institutions in Canada? Please name the institutions and state how many years you have been working with them.</p>	
<p>Do you currently represent other higher education institutions in other countries? Please name the institutions and state how many years you have been working with them.</p>	
<p>Does the agency work with sub-agents or other parties in recruiting students? If so, please list the names and contact information of each sub-agent.</p>	
<p>How many students do you recruit annually for Canada and the rest of the world?</p>	
<p>How many students do you estimate to send to Loyalist College during the next 12 months?</p>	
<p>Do you have a plan for future expansion?</p>	
<p>Service Information</p>	
<p>Do you provide the following services to applicants:</p> <p>Education advising:</p> <ul style="list-style-type: none"> ○ Counseling services ○ Program and school selection and application 	

- Collecting all necessary documents and payments
- Language training (if applicable)

Student services:

- Study permit and VISA (if applicable) application. If so, what is the success rate?
- Pre-departure briefing
- Accommodation
- Post Arrival Services. If so, please specify.

Other. Please specify.

Do you charge applicants a fee of for the services listed above? If so, please provide full information as to how much the fee is and what services are covered.

Do you provide the following services to the institutions you represent?

- Placing advertisement in the local media
- Attending local education fairs
- Setting up interviews for visiting staff (if required)
- Setting up seminars/presentations for visiting staff (if required)
- Setting up visits to local institutions for visiting staff (if required)
- Producing marketing reports/updates
- Providing staff to act as interpreters on promotional activities (e.g. fairs, seminars, etc.)
- Other – Please specify

If you advertise, please enclose recent examples of advertisement undertaken by you company.

Marketing Information

How would you propose to recruit students for Loyalist College? Please outline a one year marketing proposal with draft costing implications (please attach a separate sheet if necessary).

How did you hear about Loyalist College?

Why are you interested in representing Loyalist College?

References (the college may wish to contact the other educational institutions you represent and the local Canadian Embassy)

Please provide names and addresses of two education institution references who we can contact and indicate your relationship with them. (Institutions in Canada are preferable)

Name:	Name:
Address:	Address:
Telephone:	Telephone
E-mail:	E-mail:
Relationship:	Relationship:

Declaration

I confirm that the information on the form is complete and accurate and that all essential information has been included. I agree that Loyalist College can process my information for my application and internal market research.

Print name:

Signature:

Date:

Please attach other promotion material, business card and/or brochures that you use to promote your services.