



## PROSPECTIVE AGENT RECRUITER APPLICATION FORM

Please **type** the information to the form. Handwritten forms are not accepted. You may include additional attachments to support your application such as cover letter, reference letters, recognitions, certifications...

### AGENCY INFORMATION

Legal Name of Agency

Year Established

Company Type

Proprietorship  Limited  Corporation

Address

Apt

Street

City

Province/State

Country

Postal Code

Tel Cell Fax Skype

E-mail

Website

Primary Contact for Contract Process

Last name

First name

English alias (if applicable)

Title

E-mail

Phone

Primary Contact for Commission Claims

Last name

First name

English alias (if applicable)

E-mail

Phone

Primary Contact for Prospective Students Applications

Last name First name English alias (if applicable)

E-mail

Phone



Is this agency a Head Office?  Yes  No

Does this agency have branches in other locations?  Yes  No  
If "Yes", list branch names and locations

\_\_\_\_\_  
Branch City Country

\_\_\_\_\_  
Branch City Country

\_\_\_\_\_  
Branch City Country

Does this agency have partnerships with other agencies or organizations?  Yes  No  
If "Yes" please describe the relationship

## BUSINESS INFORMATION

Does your agency have liability insurance<sup>(1)</sup>?  Yes  No Amount in CAD\$ \_\_\_\_\_

Is your agency accredited with the Better Business Bureau (or similar agency in your country)?  Yes  No

Please confirm the name of the equivalent agency: \_\_\_\_\_

For agencies located or with branches in Canada. Does your agency have:

GST Registration <sup>(2)</sup> (Canada only)  Yes  No GST Registration No. \_\_\_\_\_

Workers' Compensation <sup>(2)</sup> (Canada only)?  Yes  No WCB Registration No. \_\_\_\_\_

<sup>(1)</sup>Submit proof of liability insurance coverage for no less than \$2,000,000.

<sup>(2)</sup>Agencies established or with branches in Canada are required to submit proof of Tax Registration and Workers Compensation registration when applicable.



## MARKETING INFORMATION

In what geographical area(s) would your agency promote Valemount College?

How would your agency promote Valemount College? Describe the marketing strategies that you would implement to promote our college and list the top selling **features** of our college and programs for your market.

From our program offering, please list the **programs** that are the top target for your market:

## MARKET EXPERIENCE

Does your agency recruit students for other institutions in Canada?

 Yes No

Does your agency recruit students for other institutions in British Columbia?

 Yes No

If you have answered "Yes" to any of the questions above, please list the institutions that your agency recruits students to?

What programs offered at the institutions you have listed do you recruit students to?

How many students did your agency successfully enrol at these institutions?

What is your agency's visa approval rate for the last 2 years?



## SERVICE INFORMATION

Does your agency charge a fee to prospective students for referrals, applications, and/or successful enrolments to Valemount College?  Yes  No

In addition to educational counselling, do you or your associate agency provide any of the services listed below?

Travel/Flight Arrangement  Homestay Accommodation  Travel/Medical Insurance  Immigration Counselling

Other

Do you charge a fee for any of these services?  
If "Yes", please provide detail of all fees charged

Yes

No

Does your agency provide discounts to students?  Yes  No  
If "Yes", please explain

## INSTITUTIONAL REFERENCES

Please provide the contact information for three institutions that you currently recruit students for. Please provide corporate emails only (not personal email address such as Yahoo, Hotmail, Gmail...)

1. Last name  First name  Institution

City/Country  Tel  Corporate E-mail

**For office use**

2. Last name  First name  Institution

City/Country  Tel  Corporate E-mail

**For office use**



3. Last name  First name  Institution

City/Country  Tel  Corporate E-mail

For office use

Submitted by:  Date:

Please submit completed Prospective Agent Recruiter Application form to the International Education Department, Valemount College by emailing it to [admin@valemountcollege.ca](mailto:admin@valemountcollege.ca)