

Dear Agent Recruiter,

Thank you for your interest to enter into a partnership as an Agent Recruiter with the International Education Office at Bow Valley College. Our mission is to offer quality programs and highly supportive services for international students interested in studying in Calgary, Alberta, Canada. It is our goal to work closely with select Representatives who are able to promote and refer suitable students to Bow Valley College and who will work closely with the International Education Office to support the success of international students.

We believe in true partnerships. We follow a strict screening process to ensure that our select Agent Recruiters support the services that we provide to international students at Bow Valley College. Our commitment to Agent Recruiters is to respond to questions and submissions to the International Education Office in a timely manner, provide training and ongoing support, and build long term relationships. In return we expect that our Agent Recruiters follow excellent business practices, present themselves professionally to students and Bow Valley College staff alike, are knowledgeable about programs offered at Bow Valley College, and promote programs ethically.

The Agent Recruiter Application is the first stage in the screening process and does not guarantee that an Agreement will be offered. Consideration will be given to Prospective Agent Recruiters based on experience in the field of student recruitment, geographical area that an Agent represents, and familiarity with the Canadian post-secondary education system. An Agent Recruiter Agreement will only be offered if a partnership is deemed mutually beneficial. To ensure that each application is given careful and thoughtful consideration, a Review Panel screens all Agent Recruiter Applications. Applications are reviewed twice a year in March and November. If an application requires further documentation, we will request it during the review period. The International Education Office will notify suitable agents of Agreement approval. All agreements expire on the last day of May regardless of when they are approved. Agreements for authorized agents are subject to review 2 months before contracts expire.

Please note that due to the overwhelming number of inquiries and applications received only suitable Agents will be contacted.

On behalf of the International Education Office we thank you for your interest in Bow Valley College.

**International Education  
Bow Valley College**



**INTERNATIONAL**  
Education

345 6<sup>th</sup> Avenue SE, Calgary AB, T2G 4V1 Phone: +1 403 410 3471 Fax: +1 403 297 3984  
www.bowvalleycollege.ca/international Email: agents@bowvalleycollege.ca

**BOWVALLEY**  
COLLEGE

# Prospective Agent Recruiter Application Form



## Agency Information

Legal name of agency

Established

Company Type

Proprietorship  Limited  Corporation

Address

Apt	Street	City	Province/State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Code

Tel	Cell	Fax	Skype
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail	Website
<input type="text"/>	<input type="text"/>

Name of agency President or CEO

Last name	First name	English alias (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of primary contact at your agency for Bow Valley College

Last name	First name	English alias (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

List of staff who work at this agency

Last name	First name	English alias (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name	First name	English alias (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name	First name	English alias (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch	City	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch	City	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this agency have partnerships with other agencies or organizations?  Yes  No

If "Yes" please describe the relationship

Has Bow Valley College granted this agency an Agent Recruiter agreement in the past?  Yes  No

If "Yes", from  Year to  Year or  Contract No.

Are you or any member of your staff related to a Bow Valley College staff or faculty?

Yes

No

If "Yes", what is the relationship?

Are you or any member of your staff Bow Valley College Alumni?

Yes

No

If "Yes", please provide the name of your staff

### Business Information

Amount (in Canadian dollars)

Does your agency have liability insurance?

Yes

No

Does your agency have

GST Registration No.

GST Registration (Canada only)

Yes

No

WCB Registration No.

Workers' Compensation (Canada only)?

Yes

No

Is your agency accredited with the Better Business Bureau?

Yes

No

### Marketing Information

How would your agency promote Bow Valley College?

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

Does your agency recruit students for other institutions in Canada?

Yes

No

Does your agency recruit students for others institutions in Alberta?

Yes

No

Does your agency recruit students for other institutions in Calgary?

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 programs offered at Bow Valley College do you intend to recruit students for?

International ELL (full-time)

Academic Upgrading

One-year Career Certificate

Two-year Career Diploma

What is your agency's visa approval rate?

## Service Information

Does your agency charge a fee to prospective students for referrals, applications, and/or successful enrolments to Bow Valley 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?  Yes  No  
If "Yes", please provide detail of all fees charged

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

1. Last name  First name  Institution   
City/Country  Tel  E-mail

For office use

2. Last name  First name  Institution   
City/Country  Tel  E-mail

For office use

3. Last name  First name  Institution   
City/Country  Tel  E-mail

For office use

Submitted by:  Date:

Please submit completed Prospective Agent Recruiter Application form to the International Education Office, Bow Valley College  
E-mail [agents@bowvalleycollege.ca](mailto:agents@bowvalleycollege.ca) Fax +1-403-297-3984