



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

Internal Use Only				
OA		Qty		R1
Wb		Exp		R2
Mkt		Cnv %		R3
CID	APAS			



International Education

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

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

Does your agency have liability insurance⁽¹⁾? 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 ⁽²⁾ (Canada only) Yes No GST Registration No. _____



WCB Registration No. _____

Workers' Compensation⁽²⁾ (Canada only)?

Yes

No

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

⁽²⁾ 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 Bow Valley College?

How would your agency promote Bow Valley 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 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 enroll at these institutions for the last 2 years?

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 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. 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, Bow Valley College by emailing it to newagent@bowvalleycollege.ca