



INTERNATIONAL REPRESENTATIVE APPLICATIONS

We are seeking to work with high quality professional Representatives who have extensive experience in the international education industry and good knowledge of England & Wales and its education system. Representatives must also comply with the Code of Practice for Pastoral Care of International Students. For more information, Please download, fill out the application form and mail to:

The International Coordinator

Excel College

City Gate House

246-250 Romford Road

Forest Gate, London

United Kingdom, E7 9HZ.

Telephone: + 44 (0)20 8221 4674

Fax: + 44 (0)20 8221 4615

In some countries we are already well represented and may not be seeking further agents. In this instance, you will be advised and your record kept on file. For all other applications, those received between the 1st and 15th of each month will be processed at the end of the month. Should there be a delay in processing, you will be notified via email.

If you are successful, we will send you two copies of the standard agency agreement valid for a specified period. This contract is non-negotiable. You will need to sign one copy of the contract and return to the International Coordinator (original copy only). Once we have received the contract, you will be sent a representation certificate.

NEW REPRESENTATIVE QUESTIONNAIRE

The purpose of this questionnaire is to assist Excel College in decisions to appoint representatives or agents to recruit international fee-paying students. Please complete the form and return to:

**The International Coordinator
Excel College
CityGate House
246-250 Romford Road
London, United Kingdom, E7 9HZ
Telephone: + 44 (0)20 8221 4674
Fax: + 44 (0)20 8221 4615**

Email: info@excollege.co.uk



Initial questionnaire for Prospective Representatives

Company / Organisation Name: _____

Contact Name: _____ Position in Organisation: _____

Main Address / Location: _____

Telephone No: _____ Fax No: _____

Email Address: _____ Web address: _____

1. How long has your organisation been in operation? _____

2. What is the legal status of your organisation? _____
(for example, private limited company)

3. Is education counselling your main area of business ? Yes / No: _____

4. Are you a member of a Professional (Education Agents/Representatives/Counsellors)
Association? Yes/No: _____

5. How many staff do you employ with direct experience of UK Education?

Full-Time: _____ Part-Time: _____

(Please could you attach, separately, brief details of those staff who would be involved in
counselling for Excel College , London.)

6. How many of your staff have participated in British Council/Education UK, or other appropriate professional, training?_____

Please specify detail:

7. Do you recruit in more than one territory/Market? Yes/No:_____

If "Yes", please list other locations/markets:_____

8. How many students does your company recruit annually for the Uk, in Total?_____

English_____ University Foundation:_____

Undergraduate/1st Degree_____

FE / Vocational / Other pre-university_____ Other_____

Please add any other relevant details:

9. Do you recruit / counsel for any other UK Universities / Colleges / Schools?
Yes/No_____

If "Yes", please list

10. Do you recruit / counsel for any other country in addition to the UK? Yes / No:_____

11. Do you provide the following?	Yes /	No
Advertising	√	X
Facilities for prospective students to look at study information	√	X
Counselling i.e. Advice or Help in Selection of Institution	√	X
Application Processing and Pre-Interviewing	√	X
Visits to Education Institutions in your area(s) operation	√	X
Pre-Departure Information and Advice	√	X
Pre-Departure Briefing / Arrival Counselling	√	X
Assistance with Travel and Immigration/Visa	√	X
Liason between institution and student on all matters, including housing & finance	√	X
Other - please give details		

12. Do you charge the applicant a fee? Yes / No:_____

If "Yes", what services does this fee cover?

13. What kind of support would you wish to receive from Excel College?

14. Please indicate what factors are most important to you in defining a good relationship between yourself and us.

--

15. On a separate sheet of paper, please could you:
- a. briefly list / describe what you think are the “selling points” of Excel College that you would try to communicate to clients who could become prospective students of Excel college.
 - b. give a “bullet-point outline” of a possible initial 2-year business plan for recruiting to Excel College.

16. References – Please provide the details of 2 referees who we can contact for a statement about your company, and indicate your company’s relationship with them

Name	Name
Address	Address
Telephone	Telephone
Fax	Fax
Email	Email
Relationship	Relationship

Declaration: I confirm that the information given on this form is correct and complete.

Name (in print): _____

Signature: _____

Date: _____

Thank you for you time.

Please return you completed questionairre to the International Coorcinator at Excel College

Excel College

City Gate House

246-250 Romford Road

Forest Gate

London

E7 9HZ

Tel: + 44 20 221 4674

Fax: +44 20 221 4516

Email: info@excollege.co.uk

Internet: www.excollege.co.uk