

Agent Application Form

AGENT DETAILS	
Name of the Organisation	
Contact Person	
Position / Job Title	
Contact Details	
Full Address (Head Office)	Correspondence Address (Branches, if any)

Number of Branches	
Telephone No.	
Mobile No.	
Fax No.	
E-mail	
Website	

ABOUT YOUR ORGANISATION		
Are you officially licensed to operate as an agent by local law? If yes, please attach evidence.	Yes	No
Is your company or part thereof, known under any other name? If yes, what other trading names does your company have?	Yes	No
Are you an approved Agent? If yes, please attach evidence.	Yes	No
Are you a member of any Agents' Association? If yes, please attach evidence.	Yes	No
How many years have you been in business?		
How many staffs are working in your organisation? (Please attach Brief CV of those staff who would be involved in counseling for The Arts & Business College of London)		

ABOUT YOUR SERVICE AND FACILITIES

<p>Do you currently represent any other institutions in any other country.</p> <p>If yes please list these institutions and the approximate number of students referred during the last academic year.</p> <p>1. Name of Institution_----- Number of Students_-----</p> <p>2. Name of Institution_----- Number of Students_-----</p> <p>3. Name of Institution_----- Number of Students_-----</p> <p>4. Name of Institution_----- Number of Students_-----</p> <p>5. Name of Institution_----- Number of Students_-----</p> <p>Please attach evidence (Authorisation Certificate)</p>	Yes	No
<p>Do you represent other Higher Education Institutions in other countries?</p> <p>If yes please list these institutions.</p> <p>1. Name of Institution_----- Country_-----</p> <p>2. Name of Institution_----- Country_-----</p> <p>3. Name of Institution_----- Country_-----</p> <p>4. Name of Institution_----- Country_-----</p> <p>5. Name of Institution_----- Country_-----</p>	Yes	No
<p>Do your premises contain a consultation area where students can look at information?</p>	Yes	No
<p>Are there computing facilities with internet access for students to use? Please attach photographs of your company/facilities</p>	Yes	No

Average number of students you expect to recruit per year?

Undergraduate:

Postgraduate:

Other:

What areas of study do you see as the major opportunities for The Arts & Business College of London?

Please indicate what major activities you would include in an annual marketing plan for The Arts & Business College of London in order to achieve the above targets.

LOOKING AFTER YOU

The Arts & Business College of London is keen to set industry-leading standards in terms of the way we work with our agents. Your views are therefore very important to us. Please indicate what factors are most important to you in defining a good working relationship between yourself and The Arts & Business College of London.

REFERENCES	
Please give at least two references (preferably one should be from an institution that you represent)	
Reference 1	Reference 2
Name/Institution Name:	Name/Institution Name:
.....
Address:	Address:
.....
.....
Tel:	Tel:
Fax:	Fax:
Email:	Email:
Relationship:	Relationship:

DECLARATION	
To the best of my knowledge all the information given in this application form are true and accurate. Any falsification may be considered sufficient cause for termination of the contract.	
<i>Signature</i>	Date...../...../.....