

AGENT APPLICATION FORM

Please complete this form in full and forward to the following address:

Phlair International College - International Marketing
PO Box 74 227, Market Road, Auckland 1543, New Zealand
Or email to service@phlair.org

1. CONTACT DETAILS:

Name of organisation			
Registered company name (if different)			
Trading name			
Year of incorporation			
Name of owner/director			
Name of contact person			
Physical address of head office		Postal address of head office	
Telephone		Facsimile	
Email		Website	
Location of branches			

2. BUSINESS BACKGROUND:

What is the primary purpose of your company (e.g recruitment, travel, education, immigration, etc)?

What is your company's registration number? _____
(please provide a translated and certified true copy)

How many staff do you have working in your company? Full time _____ Part time _____

Do you employ other companies to recruit students for you? Yes, how many _____ No

How long has your business been in operation as an education agent? _____

What percentage (%) of students do you recruit for the following?

Universities	%	Polytechnics	%	Private tertiary colleges	%
Secondary schools	%	Primary schools	%	Language schools	%

How long have you been recruiting students to New Zealand? _____

Please describe your/your company's experience in recruiting students for NZ institutions.

Is your company a licensed immigration organisation? Yes No

Please list any accreditations that your company holds / memberships that your company is part of.

3. SERVICES PROVIDED BY YOUR ORGANISATION:

Do students pay your organisation a fee for your services? Yes No

If yes, how much is this fee (please specify currency and amount) and what services are included?

Are you familiar with the New Zealand Code of Practice for the Pastoral Care of International Students (information on the Code is downloadable from www.phlair.org)?

Yes No

Students entering NZ must comply with immigration requirements. Are you familiar with the New Zealand Immigration requirements (information on NZ Immigration is downloadable from www.phlair.org)?

Yes No

What marketing activities do your company engage in to attract students?

4. KNOWLEDGE OF NEW ZEALAND

List other NZ institutions you currently represent.

Institution	Length of relationship	Institution	Length of relationship

5. REFERENCES

Please provide details of referees from two NZ institutions whom we may contact. If you are unable to provide NZ referees, please provide English-speaking contacts from two non-NZ institutions.

Referee name: _____

Institution: _____

Address: _____

Telephone: _____

Email: _____

Referee name: _____

Institution: _____

Address: _____

Telephone: _____

Email: _____

Please enclose your business card, samples of your publicity materials and any other information considered relevant to support your application.

6. DECLARATION

I confirm that I am interested in being considered as an Education Agent for Phlair International College. I authorise Phlair to carry out such checks as may be necessary to verify the details I have supplied above to assure Phlair as to the credibility of my company.

Signature _____

Name _____

Position in company _____

Date: _____

For office use only:

- Company registration enclosed, date: _____
- Certificate sent, date: _____
- References completed, date: _____
- Welcome pack sent, date: _____
- Agent's agreement sent, date: _____
- Agent's training instructions sent, date: _____

Comments: