

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 and 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 and fill out the application form and mail to:

The Marketing Manager

London Millennium Collage
Unit 28, The Penarth Centre,
Penarth Street,
London SE15 1TR

Telephone: + 44 020 7639 6533

Fax: + 44 020 7639 6575

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 Marketing Manager (original copy only). Once we have received the contract, you will be sent a representation certificate.

We are seeking to work with high quality professional agents who have extensive experience in the international education industry and good knowledge of England and Wales and its education system. Agents must also comply with the Code of Practice for Pastoral

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LONDON MILLENNIUM COLLEGE

NEW REPRESENTATIVE QUESTIONNAIRE

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

**The Marketing Manager
London Millennium Collage
Unit 28, The Penarth Centre,
Penarth Street,
London SE15 1TR
Telephone: + 44 020 7639 6533
Fax: + 44 020 7639 6575**

Email: Info@lmcollege.com

Contact Details

Name of organisation	
Registered company name (if different)	
Registration Number	
Trading name (if different)	
Registered address	
Name of owner	
Name of Chief Executive (if different)	

London Millennium College

Street Address	
Postal Address	
Telephone	
Facsimile	
Email	
Web address	

Business Background

What is the main purpose of your company?	
Please list any subsidiaries and/or associated companies and their locations	
How many staff do you employ?	
Do you employ subcontractors? If yes, would you be prepared to undertake that only those subcontractors authorised by the English Language Academy would be permitted to provide information about the English Language Academy; to vouch for them and to ensure that their applications are submitted through your office?	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>

Knowledge of university-level Education

Are you a University Graduate?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you familiar with education system in England and Wales	
Have you (or your staff) had any experience as an international student?	No <input type="checkbox"/> Yes <input type="checkbox"/>

Experience in Recruiting International Students

<p>When did you or your company begin operating as an education agent?</p>	
<p>Do you, or your company, conduct other business outside of student recruitment?</p> <p>If yes, please provide details</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>Which countries do you recruit students for?</p>	
<p>Which education level do you recruit students for? (Secondary school, English Language etc.)</p>	
<p>London Millennium College maintains high academic standards. What systems do you have in place for checking that students have appropriate entry qualifications?</p>	
<p>How many students did you recruit last year? - Total? (please list top four countries)</p>	
<p>What services would you offer to the LMC as a representative? (promotion, exhibitions, student counselling etc.)</p>	
<p>Please give details of two recent education promotions you have participated in, if applicable</p>	<p>Event:</p> <p>Venue:</p> <p>Date:</p> <p>Event:</p> <p>Venue:</p> <p>Date:</p>
<p>Do you charge prospective students a</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>

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<p>service fee? If yes, please provide details</p>	
<p>Tuition fees are not required to be paid to the London Millennium College until the student has been offered a place. Do you receive fees from students prior to confirmation of a place? If yes, are these fees placed in a trust fund pending London Millennium College decision on the application?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>Please provide names, qualifications and experience of the student counsellors employed by your organisation. (Continue on separate page if necessary)</p>	<p>Name: Qualification: Institution: Country: Experience: Name: Qualification: Institution: Country: Experience: Name: Qualification: Institution: Country: Experience:</p>

Knowledge of England and Wales

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<p>What links do you already have with England? If you are based in England ignore this question.</p> <p>Do you visit England in the course of your business?</p> <p>If yes, how frequently?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>If you are an overseas based agency, do you also have a representative based in England?</p> <p>If yes, what services (if any) would that agent be able to provide to any students recruited by your organisation while they are studying at the London Millennium College?</p> <p>Are these services paid for? If yes, what is the standard charge?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>Do you currently represent other England institutions?</p> <p>If yes, please list</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>What background do you have to enable you to advise students on life style and living costs in England?</p>	
<p>Students entering England for study purposes must comply with immigration requirements. What systems do you have to assist students with travel, immigration and other documentation?</p>	

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<p>As a potential representative of the London Millennium College, you will be bound by the regulations set out by the Code of Practice for Pastoral Care of International Students. Have you read through this code and do you understand your obligations?</p>	
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Business credentials

<p>Please provide details of two educational institutions that you represent. These institutions will be contacted to determine your suitability as a representative.</p> <p>This information is compulsory, without it the application will not be processed...</p>	<p>Name:</p> <p>Address:</p> <p>.....</p> <p>Fax:</p> <p>Telephone:</p> <p>Email:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>Fax:</p> <p>Telephone:</p> <p>Email:</p>
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<p>Please enclose samples of your publicity material and any other information considered relevant to support your appointment as a recruiting agent for the London Millennium College.</p>	<p>Attach separately</p>
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I confirm that I am interested in being considered as a recruitment representative for the London Millennium College. I authorise the London Millennium College to carry out such checks as may be necessary to verify the details I have supplied above and to carry out such credit checks or other checks as may be necessary to assure the London Millennium College as to the financial standing of my organisation/company:

London Millennium College

Name: _____

Signature: _____

Position in Company: _____ Date: _____