

EDUCATION RECRUITMENT AGENT APPLICATION FORM

This application form should be read and completed in conjunction with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students (<http://www.minedu.govt.nz>).

1.0 YOUR CONTACT DETAILS			
1.1 Name of organisation:			
1.2 Registered company name <i>(if different)</i> :			
1.3 Name of owner of company:			
1.4 Name of Chief Executive:			
1.5 Name of our Contact Person:			
1.6 Street Address of Head Office:			
1.7 Postal Address of Head Office:			
1.8 Registered Address of Head Office:			
1.9 New Zealand Telephone:		1.10 Overseas Telephone (if applicable):	
1.11 Facsimile:		1.12 Contact Email:	
1.13 Company website:			



WHITECLIFFE
COLLEGE OF ARTS & DESIGN

TE WHIRIARI TUHURIA O NIHIKIRIKIRI

Complete this application form in full and forward to the following address:

International Agents Coordinator
Whitecliffe College of Arts & Design
PO Box 8192
Symonds Street
Auckland
New Zealand

2.0 BUSINESS BACKGROUND						
2.1 What is the primary purpose of your company (e.g. recruitment, travel, education)?						
2.2 Please state the <u>means and location/s</u> by which prospective students would become <u>informed</u> of our courses, then gain <u>guidance</u> and would be finally <u>consulted</u> in coming to New Zealand:	Promotion: Guidance: Consultation:					
2.2b Please advise numbers of staff working in these areas:						
2.3 Please list any subsidiaries and/or associated companies.						
2.4 Do you employ other companies to recruit students on your behalf?	YES		NO		2.4b If yes, how many?	
2.4c Please list details of two these companies						



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3.0 EXPERIENCE OF NEW ZEALAND EDUCATION			
3.1 Have you or any member of your staff taken part in the study of Arts and Design?	YES		NO
3.2 If yes, please list names and details of study:			
3.3 If no, have you or any member of your staff studied in New Zealand?	YES		NO
3.4 If yes, please list institution and details of study:			
3.5 Please provide names, qualifications and experience of at least two of the student advisors that would be nominated as consultants for Whitecliffe, employed by your organisation.			
Name:		Name:	
Qualification:		Qualification:	
Institution:		Institution:	
Country of expertise:		Country of expertise:	
Experience:		Experience:	



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4.0 INTERNATIONAL STUDENT RECRUITMENT EXPERIENCE				
4.1 How long has your business been in operation as an education recruitment agent?				
4.2 Do you, or your company, conduct business activities other than student recruitment?	YES		NO	
4.2b If yes, please provide details:				
4.3 For which countries do you currently recruit students? <i>Please include the length of time you have been recruiting for these countries</i>	1. 2. 3. 4.			
4.4 For which education level/s do you primarily recruit? <i>(Certificate, English, Bachelors, Masters)</i>				
4.5 How many students did you bring to New Zealand for education last year?				
4.6 In the past have you sent students to Whitecliffe College?				
5.0 SERVICES PROVIDED BY YOUR ORGANISATION				
5.1 Do your students pay your organisation a fee for your services?	YES		NO	
5.2 Detail the services you provide to students : Students entering New Zealand must comply with immigration requirements. What processes do you have in place to assist students with travel, immigration and other documentation?				



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5.4 Please detail the services you provide to institutions . Please include any services provided by other offices of your organisation.					
5.5 Please give details of two recent education promotions you have participated in:					
Event:		Event:			
Venue :		Venue :			
Date :		Date :			
6.0 KNOWLEDGE OF NEW ZEALAND					
6.1 What personal or professional links do you already have with New Zealand?					
6.2 Do you visit New Zealand, or overseas education fairs in the course of your business?	YES		NO		6.2b If yes, how frequently?
6.3 Please list any other New Zealand or Australian institutions you currently represent. (Please include details regarding length of relationship).					



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7.0 BUSINESS CREDENTIALS

Please provide details of referees from two New Zealand institutions whom we may contact. (If you are unable to provide New Zealand referees, then please provide an English speaking contact from two non-New Zealand institutions). These referees will need to be from institutions you are currently working with.

Name:	
Address:	
Telephone:	
Fax:	
Email:	
Name:	
Address:	
Telephone:	
Fax:	
Email:	

Please enclose your business card, samples of your publicity material and any other information considered relevant to support your application to become an Education Recruitment Agent for Whitecliffe College.

8.0 DECLARATION

I confirm that I am interested in being considered as an Education Recruitment Agent for Whitecliffe College. I authorise Whitecliffe 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 Whitecliffe College as to the financial standing of my organisation/company. I confirm that I have read, understand and will comply with the conditions outlined in the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.

Name:

Signature:

Position in company:

Date:

Thank you for completing our Education Recruitment Agents Application form, confirming your interest in Whitecliffe. After receiving your application we will notify you via email.