



Agent Application Form

Please complete the required information below. All agent documentation will be held in confidence and will only be used by Howick College for the purposes of recruiting International Students. We appreciate your cooperation.

Company Details:

Name of Agency _____

(Note: Commission payments can only be made payable to this name.)

Physical Address _____

Postal Address _____

IRD No. _____ GST Registered Yes/No

Bank Account Name & Number _____

Is your company registered in NZ? Yes/No If yes, Company Registration Number _____

Contact Details:

Title (e.g. Mr, Mrs) _____ First Name _____ Family Name _____

Position (e.g. Director) _____

Telephone _____ Mobile _____ Email _____

Website _____

Business Background

What is the main business of your company? _____

How many offices do you have? _____ Locations _____

Market Knowledge

Have your students attended any schools / institutions in NZ? Yes No

If yes, which ones? _____

How many staff do you currently have? _____ What type of training, experience, and/or qualifications do they have? _____

Business Experience

How many years has your agency been established? _____

What countries do you work with currently? _____

Country(ies) from which you wish to recruit students from? _____

Which education level do you recruit students for? (School /Tertiary.) _____

On average, how many students do you send overseas each year? _____

How many students did you send to New Zealand last year? _____

How do you promote your services to potential students? _____

Knowledge of New Zealand

Do you have a representative based in New Zealand? Yes No

If yes, what services would that agent be able to provide to a student studying at Howick College?

Are these services paid for? Yes No If yes, what is the standard charge? _____

Do you currently represent other New Zealand institutions? Yes No If yes, please list below:

How did you hear about Howick College? _____

Business References

Please provide details of two business referees whom we might contact. These referees should be schools you currently work with.

Referee 1: Name _____

Organisation _____

Phone _____ Mobile _____ Email _____

Referee 2: Name _____

Organisation _____

Phone _____ Mobile _____ Email _____

Declaration

- I confirm that I am interested in being considered as a recruitment representative for Howick College.
- I authorise Howick 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 as may be necessary to assure as to the financial standing of my organisation / agency.
- I acknowledge that Howick College is a signatory of the New Zealand *Education Code of Practice* and therefore by signing this application form, I agree to comply with the requirements stipulated by the code.

Name _____ Signature _____

Position in Company _____ Date _____

Please email the completed form to: International@howick.school.nz

Please enclose samples of your publicity material and any other relevant information to support your application to be an agent for Howick College.