



PREMIUM EDUACTION CONSULTANCY LIMITED

SUB-AGENT APPLICATION FORM

COMPANY INFORMATION (Please note the details below will be entered on to our database for all communications and mailings)	
Company Name:	
Address:	
Contact person/s	
Position in company:	
Email address:	
Tel No:	
Fax No:	
Web Site:	
Which countries do you wish to recruit students from?	

ABOUT YOUR ORGANISATION		
What is the legal status of your company, e.g. Public Limited Company?		
Is your company or part thereof, known under any other name?	Yes	No
If yes, what other trading names does your company have?		
Are you officially licensed to operate as an agent by local law?		
If yes, please provide information.	.	
How long has your company been operating?	Years	Months
Is education counselling your main business?	Yes	No
If not, what is your main area of business?		
How many full and part-time staff do you employ?	Full time	Part time
How many staff do you employ with UK Higher Education experience?		
Describe the structure of your organisation. (Do you operate in more than one location?)		

YOUR SERVICE AND FACILITIES		
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Do you currently represent other Higher Education institutions in the UK?	Yes	No
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If yes, please list the institutions and the number of students referred in 2008.

Institution Name	No of Referred Students	No of Students Enrolled

Do you represent other Higher Education institutions in other countries?	Yes	no
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If yes, please list the institutions and the approximate number of students referred in 2009.

Institution Name	No of Referred Students	No of Students Enrolled

How many students do you recruit annually for the UK? Please indicate number in each level below:

Foundation:	Undergraduate:	Taught Master:	Research:	Other:

Please confirm your level of services provided for the following:		
Advertising - if you advertise, please attach or send examples		
Counselling, e.g. University selection and advice		
Application processing and interviewing		
Visits to local institutions		
Agreements with local institutions		
Pre-departure counselling and advice		
Assistance with travel arrangements, e.g. Visa services		
Liaison between university and student on all matters, including housing and finances		
Other - please give details below:		
Do you charge the applicant a fee?		
If <i>yes</i> , how much?		
What services are covered in this fee?		
Do your premises contain a consultation area where students can view the Universities information?	Yes	No
Are there any facilities for CD/DVD/video playback?	Yes	No
Are there internet facilities available to students?	Yes	No
Do you have any video conferencing facilities?	Yes	No

To Be Our Sub-Agent		
Projected student numbers for the next academic year?	Undergraduate	Postgraduate
What areas of study do you see as the major opportunities to recruit students?		
Please indicate what activities you would include in your marketing plan to achieve the above targets?		
What support would you wish to receive from the P.E. Consultancy?		

REFERENCES

Please provide the names, addresses and contact details of two referees with whom you have placed students, who we can contact to make a statement about your company, and indicate your relationships with them.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Relationship:	Relationship:

DECLARATION

I confirm that, to the best of my knowledge, the information given in this form is correct and complete.

Signature:	
Name in Print:	
Position:	
Company Name:	
Date:	

Please return the completed application form to:

International Development Department
Premium Education Consultancy Limited
Longcroft House Centre
2-8 Victoria Avenue
London
EC2M 4NS

Or email to: admin@peinternational.co.uk