

NEW ZEALAND COLLEGE OF BUSINESS AGENTS APPLICATION FORM

SECTION A: AGENCY DETAILS

Company Director
Position / Job title:
Title: Mr Miss Mrs Other
First name:
Family name:
Telephone:
Email address:

Main contact (If different from Company Director)
Position / Job title:
Title: Mr Miss Mrs Other
First name:
Family name:
Telephone:
Email address:

Type

- Private Company
- Private Individual
- Government Department
- Other

Evidence

- Company Registration Certificate / License
- Passport

Contact Details:

Postal Address	
Street Address	
Telephone	
Mobile	
Fax	
Email	
website	

Name of Representative in New Zealand:

Address	
Telephone	
Fax	
Email	

Business Activity:

Description of Business Activity	
Years Established	
Country/Cities Covered	
Are you registered officially in your home country? Please provide registration detail	
Do you have offices that operates independently from head office? Number of offices / locations (List)	
Associations / affiliations / training certificates with any other relevant organisations (List).	
Do you have any staff members who are Licensed Immigration advisors? Please provide names and licenced numbers.	
Have you completed ENZ's online Training Programme?	
Has your company, or any individual within your company, ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?	

SECTION B: INTERNATIONAL STUDENT RECRUITMENT EXPERIENCE

Total number of student counsellors/advisors employed	
What are the nationalities of the students you recruit?	
Which countries do you send most students to?	
Which education levels do you recruit most student for? (could choose more than one if applicable)	<ul style="list-style-type: none"> • English school <input type="checkbox"/> • Primary <input type="checkbox"/> • Secondary <input type="checkbox"/> • Foundation <input type="checkbox"/> • Undergraduate <input type="checkbox"/> • Postgraduate <input type="checkbox"/>
Besides commission, do you charge student clients any type of additional fee at any stage? Please provide details	
How many students did you recruit last year in total?	
How many for New Zealand providers?	
Do you have a company brochure? If yes, please provide a copy (preferably in English)	

SECTION C: KNOWLEDGE OF NEW ZEALAND EDUCATION

Do you have current working arrangements with any providers in New Zealand? Please advise names of three such institutions that you represent	
Do you assist students with travel and immigration requirements?	
If yes to the above question, are you aware of your legal obligations for information about immigration advice?	
What	
Are you aware of the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016?	
How many students does the agency anticipate sending to New Zealand per	

year?	
Which of our programmes of study is the agency most interested in?	

SECTION D: MARKETING DETAIL

Please indicate the geographical territories you will recruit students from (List)	
Where do you source your students? (Please enter a percentage of students recruited from each source)	<ul style="list-style-type: none"> • Local school relationships % • Online advertising campaigns % • Hosting expos, fairs and/or seminars % • Operating or supporting an international foundation % • Word of mouth % • Other %
What media do you use for advertising?	
Visa success rate (Please enter student visa success rate as a percentage)	
What services do you provide to students?	
What system do you use for checking the students have the required English language proficiency and other academic entry requirements?	
What system do you use to ensure the student provide genuine documents?	

SECTION E: COMMISSION PAYMENT DETAILS

GST Registration Number:

(Applicable to NZ agents who are registered for GST only)

For agent who is not NZ GST registered or is an overseas agent, total commission paid will be GST exclusive

Please select and fill in your preferred means of payment.

By Cheque

Payee Name	
Postal Address	

By Bank Draft

Payee Name	
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Postal Address	
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Telegraphic Transfer

Payee Name	
Bank Name and Branch	
Bank Address	
Bank Account Number	
Swift code	
Currency to be remitted in	

(Please note that NZ banks do not deal with Taiwanese Dollars, Korean Won, Chinese Ren Min Bi or Indian Rupee)

Referees

Please provide the name and contact details of two (2) referees from professional institutions. Ideally, these referees will be from educational institutions. This section must be completed.

First referee Institution:	
Institution	
Contact name	
Position	
Email	
phone	
Second referee institution	
Institution	
Contact name	
Position	
Email	
phone	

Declaration

I am interested in representing New Zealand College of Business as an educational representative and I agree to do so in an honest and professional manner. I agree that the information I have provided is true and correct and am fully aware that any false or misleading statements may result in an automatic denial of my application or subsequent cancellation of my agent contract.

Name of Authorised Representative of Agent:

Signature: _____

Date: _____