

# Questionnaire for new agencies wishing to represent Milner School of English

## AGENCY DETAILS

Agency Name: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Director/Owner Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone/Mobile no.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website address: \_\_\_\_\_

## AGENCY BACKGROUND

1. How many years have you been operating as an education agent?

\_\_\_\_\_

2. Is your agency involved with any other business?

\_\_\_\_\_

3. Is your business a member of any professional or marketing organisations?

\_\_\_\_\_

4. If yes, which organisations?

\_\_\_\_\_

5. Total number of international students sent to the UK each year: \_\_\_\_\_

6. What are the nationalities of the students you will be recruiting?

\_\_\_\_\_

7. Number of students sent for English language study: \_\_\_\_\_

8. To which other countries do you send students for study?

\_\_\_\_\_

9. Which other educational institutes do you represent (please list below)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which services does your agency provide (please tick if provided)?

**AGENCY SERVICES**

Student Counselling?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Visa application?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Group bookings?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Fee Collection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Others (please specify)?	_____			

**STAFF**

Total number of staff in agency: \_\_\_\_\_  
Number of Counsellors: \_\_\_\_\_  
Number of Admin Staff: \_\_\_\_\_  
Have any of your staff ever visited Wimbledon: \_\_\_\_\_  
If yes, when was this visit? \_\_\_\_\_

**REFEREES**

Please indicate two referees, including one from a British institution if possible.

Referee Name:	_____	Referee Name:	_____
Company:	_____	Company:	_____
Email:	_____	Email:	_____
Phone no.	_____	Phone no.:	_____

By signing below, I understand that the information I have provided above is correct and up to date to the best of my knowledge. If any of this information is found to be incorrect I understand that I my agency agreement may be terminated immediately.

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this form back to [marketing@milnerschool.co.uk](mailto:marketing@milnerschool.co.uk) or fax to + 44 (0)20 8545 0307.