

TRC COLLEGES INTERNATIONAL STUDENT RECRUITING AGENT QUESTIONNAIRE:

Instructions: Please complete each field of this questionnaire. Where the appropriate response is "no," "none," or "not applicable," please be sure to indicate as much and not leave the field blank. The completed questionnaire must be signed and returned. Return to; trcfoundations@kgmu.com

BUSINESS INFORMATION

Registered Business Name / Trading Names (including local languages):

NOTE: This is the entity to which payment will be made):

Headquarters or Main Office Address: _____

Town/City: _____

State/Province/Country: _____

Postal Code: _____

Website: _____

Additional Address(es): _____

Town/City: _____

State/Province, Country: _____

MAIN CONTACT INFORMATION

Title: _____

First Name: _____

Family Name: _____

Position/Job/Title: _____

Email Address: _____

Telephone: _____

Fax: _____

COMPANY DETAILS

1. Please state the date the business was started (dd/mm/yyyy): _____

2. Please provide a copy of your registration(s) or business license(s).

NOTE: For Agents/Agencies operating in China, please provide a copy of your Qualification Certificate as an Intermediary Service Agent for Self-funded Overseas Study issued by the Ministry of Education.

3. Please provide the name of the organization or government agency that issued the registration or license numbers above: _____

Principals

1. Please identify each owner of the business or anyone who has a right to share in the profits of the business.

Owner's Name(s): _____

2. How many students did you recruit in the past year? _____

3. How many of those students were enrolled in U.S.-based institutions? _____

4. What countries do you send the majority of your students to? _____

5. What type(s) of programs do you send your students to:

- **Language** ____ %
- **High School** ____%

- **University – undergraduate** ____ %
- **University -- graduate** ____%
- **University – pathway** ____%
- **Proprietary/Career/Trade/Vocational** ____ %

6. Please advise of the names of other institutions you represent:

7. Do you charge a fee to prospective students for your services? YES ____ NO ____

If yes, please indicate the amount(s) and describe the services you provide, e.g., counseling, visa processing, application review, etc.:

OPERATIONS

8. What forms of media (electronic, written, radio, tv, script, etc.) do you use for advertising?

9. Please provide URLs/website addresses for any online content used by your company in recruiting international students.

10. Do you produce your own Student Handbook/Guide? Yes ____ No ____

If yes, please answer:

How often? _____

How many copies do you distribute? _____

REFERENCES

Please provide the names and contact information (address/phone/fax/email) for two (2) references from U.S. or Canadian based educational institutions you currently represent.

1. _____

2. _____

I have read the statements contained in this Agent Questionnaire and understand that any agreement entered into with School to retain the services of my company will contain such statements as representations. Such representations are true as of this date.

Print Name

Signature

Company and Position/Title

Date