



1. Name of agency/school:	
2. Contact Person and position:	
3. Country:	
4. Postal Address:	
5. Telephone number:	
6. Website Address:	
7. E-mail address:	
8. In what year was your school established?	
9. How many people does your organisation employ?	<input type="checkbox"/> 1-2 <input type="checkbox"/> 3-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 20+
10. Approximately how many students do you send to other countries for courses each year?	<input type="checkbox"/> 10-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-200 <input type="checkbox"/> 201-500 <input type="checkbox"/> 501+
11. What are the principal nationalities of your students?	
12. What are your principal methods of student recruitment? <i>(Please detail on a separate page if necessary)</i>	



<p>13. Which English-speaking countries do you commonly send students to at present? Please specify up to three countries and rank in order 1, 2 and 3 with 1 being the most frequently used country.</p>	<p><input type="checkbox"/> UK/England</p> <p><input type="checkbox"/> UK/Scotland</p> <p><input type="checkbox"/> Ireland</p> <p><input type="checkbox"/> Malta</p> <p><input type="checkbox"/> USA</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> New Zealand</p> <p><input type="checkbox"/> Other (Please specify):</p>
<p>14. Are you familiar with the new visa regulations relating to UK student visas?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not applicable (Non Visa Nationals Only)</p>
<p>15. Do you provide assistance to students with their visa applications?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>16. What is the main age group of your students?</p>	<p><input type="checkbox"/> Under 16</p> <p><input type="checkbox"/> 16-21</p> <p><input type="checkbox"/> 22-28</p> <p><input type="checkbox"/> 29+</p>
<p>17. What type of courses do you generally send your students on?</p>	<p><input type="checkbox"/> General English</p> <p><input type="checkbox"/> Medical English (IELTS)</p> <p><input type="checkbox"/> English Language and Culture Programme</p> <p><input type="checkbox"/> Summer Programme/Holiday</p> <p><input type="checkbox"/> Work Placement Programme</p> <p><input type="checkbox"/> Business English Programme</p>



	<input type="checkbox"/> University Programmes <input type="checkbox"/> Other (Please specify):
18. What is the average duration of courses you send students on?	<input type="checkbox"/> 1-4 weeks <input type="checkbox"/> 5-12 weeks <input type="checkbox"/> 12-24 weeks <input type="checkbox"/> 25-48 weeks <input type="checkbox"/> 49 weeks+
19. How important a factor is British Council accreditation in selecting an institution for your students?	<input type="checkbox"/> Very important <input type="checkbox"/> Important <input type="checkbox"/> Not very important <input type="checkbox"/> Don't know
20. What are your main criteria when selecting a destination institution? Please number 1-6 in order of importance, with 1 representing the greatest importance.	<input type="checkbox"/> Location <input type="checkbox"/> Quality of the course <input type="checkbox"/> Pastoral care <input type="checkbox"/> Links to university/ to Higher Education <input type="checkbox"/> Accreditation <input type="checkbox"/> Possibility of part-time work for students
21. How did you hear about Foyle Language School? Please select one option.	<input type="checkbox"/> Recommendation from a friend <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Travel magazine <input type="checkbox"/> Mailer



	<input type="checkbox"/> Other (Please specify):
22. Which type of course are you particularly interested in for your students?	<input type="checkbox"/> General English <input type="checkbox"/> Medical English (IELTS) <input type="checkbox"/> English Language and Cultural Programme <input type="checkbox"/> Summer Programme <input type="checkbox"/> Work Placement Programme <input type="checkbox"/> Business English Courses <input type="checkbox"/> University Programmes <input type="checkbox"/> Other (Please specify):
23. What is your preferred format for receiving promotional materials? Please indicate all.	<input type="checkbox"/> Brochures <input type="checkbox"/> CD-ROM Presentation <input type="checkbox"/> Flyers <input type="checkbox"/> Promotional videos <input type="checkbox"/> Other (please specify):
24. You must provide the details of 2 schools or institutions for whom you act as an agent, preferably UK-based. <i>(Please note - all references are checked)</i>	1 st REFEREE Institute Name: Contact Person: Address: Email: Telephone: Type of organisation: 2 nd REFEREE Institute Name: Contact Person:



	Address: Email: Telephone: Type of organisation:
25. Please provide any other information that may be of use in assessing your application.	
I have read and agree to the agency terms and conditions <input type="checkbox"/> Your name: Position: Date:	

THANK YOU FOR YOUR TIME AND EFFORT IN COMPLETING THIS FORM.

Please return to:

Email: sinead@foylelanguageschool.com

Fax: +44 2871 371534

Post: 7 – 15 Foyle Street, Derry, BT48 6AL, Northern Ireland (UK)



Agent Terms and Conditions

1. Promotion & Recruitment

The agent agrees to represent FLS in all aspects of promotion, recruitment, registration etc. in an ethical and professional manner. The agent must provide FLS with a draft of all information about the school and courses for approval before printing or issuing any form of advertisement.

FLS agrees to provide quality English programmes, as well as comfortable accommodation to all agency clients. We aim to answer all agency enquiries or provide booking confirmation within 2 working days of receiving any such requests. FLS agrees not to raise published prices without prior notice to the agent, with the exception of increases caused by unexpected situations (such as increases residence rates which are out of the control of FLS). Any changes to marketing information or courses will be forwarded to the agent at the earliest opportunity.

2. Enrolment

The agent will ensure bookings are made at least 4 weeks before the student(s) is due to arrive. Late bookings will only be accepted at the discretion of the admissions manager. Please refer to the agent information pack for the full list of enrolment documents that must be submitted. This is particularly important for agents dealing with students who must apply for a UK study visa.

3. Types of Agent

There are two types of agent status: Net Agent or Commission Agent. FLS will discuss the most appropriate status for your organisation. Any special terms or conditions must be negotiated in advance with the school.

Net Agent: The Net agent will send fees less the agreed commission rate prior to the course start date.

Commission agent: The commission agent will send full fees including the commission, prior to the course start date. The commission due will be paid to the agent at the end of each quarter.

4. Payment

Course fees must be paid according to the terms outlined on the student or group invoice. In general this is either 30 days from the invoice date, or the day before the course starts, whichever comes first.

5. Cancellation

Cancellations must be made at least one week before the course start date. The administration fee of £100 and booking deposit of £50 will not be refunded in the event of any cancellation.



6. Last minute cancellations

Cancellations made less than 1 week before the course start date will be subject to an additional cancellation charge of 1 weeks tuition fees and 1 weeks accommodation fees (if applicable).

7. Changes or cancellations during the course

Lessons cannot be cancelled, postponed or curtailed and all fees are due as per the original agreement for both tuition and accommodation. No refund of course fees will be made. Any changes to the course registration will incur an additional charge of £50.

8. Attendance

All students are expected to have a minimum of 85% attendance on their course. Students are expected to attend lessons regularly and to be on time. Students forfeit tuition if they are late, absent or leave before the course ends. Where a student's attendance rate drops below the required 85% FLS reserve the right to expel the student. There will be no refund of course fees in this situation.

8a. Attendance for Visa Students

According to the UK Home Office rules for non-visa nationals students who are absent from class for 2 weeks (10 days) consecutively will be expelled from their course. FLS will inform the home office where a student has been expelled from the course. The student will not be able to reapply for a UK student visa. The 85% rule applies to all visa students.

9. Student Holidays & Bank Holidays

Students studying for 36 weeks or more are entitled to 4 weeks annual holidays, 2 (or 3) weeks of which are full school closures. FLS normally closes for 2 weeks at Christmas, sometimes 3 weeks (depending on how the holidays fall). Any additional holidays that the student wishes to take must be booked in advance with the academic director.

FLS takes a few annual bank holidays (details of which are supplied in the annual agent pack). Weeks which contain a bank holiday are charged at the normal rate and no discount/refund is given for the bank holiday.

10. Visa Students

The agent agrees to provide full and comprehensive documentation to the admissions team for verification before acceptance is issued. The agent agrees to check (so far as is possible) that all documentation submitted by the student in support of an application is authentic.



The agent will not issue a student with visa documentation until the appropriate fees are paid.

Where a visa letter is issued and the visa is not awarded, the original visa letter must be returned with a copy of the refusal document.

Where a visa letter is issued, no refusal document has been provided and the student does not turn up for their course, the UK Home office will be advised.

11. Course Availability and Cancellation

Every attempt will be made to provide the course chosen by the client/ agent. However we cannot guarantee a particular course and timetable until the student has taken the entry test and interview upon arrival. In the event of insufficient applications for a particular course the school reserves the right to offer an alternative course of the same value. This may be individual tuition on a pro-rata basis.