

STUDENT RECRUITMENT AGENT
APPLICATION FOR LOAN OFFICER

Please refrain from answering the section reserved for the SAIS Business Development Agent, which is after Part 5.

Please be assured that information provided is only for confidential use of SAIS. The information provided will enable us to establish the best way to proceed with our partnership.

Part 1: Agent Company Overview

Name of Company (in English)

Name of Company (in native language, if any)

Correspondence Address

Recruitment Territories:

Business Registration No.:

Date of Establishment:

Name of Company Owner:

Name of Contact Person:

Contact Person's Job Title:

Email:

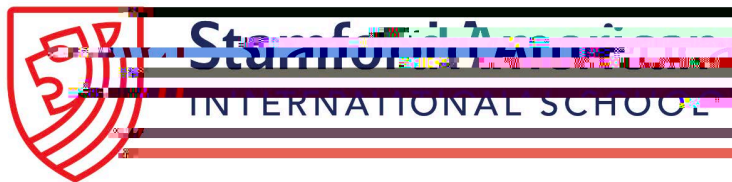
Landline:

Mobile:

Facsimile:

Office website:

Skype/MSN/Yahoo/QQ ID:



Part 2: Agent Recruitment Experience and Background

2.1 Are you an agent of any Cognita schools?

No Yes, please indicate the school name(s)?

2.2 How many years have you been in the K12 student recruitment industry?

- 1 year or less (*Please provide your business plan*)
 2 years
 3 years
 4 to 5 years
 5 to 6 years
 6 to 7 years
 8 years and above

2.3 How many staff is employed in your company?

1 to 3 4 to 6 7 to 10 11 to 15 16 to 20 Others: _

2.4 Please list the countries where you are recruiting students from.

2.5 Do you have any branch offices?

No Yes, please indicate below:

Location of Branch office	Key Contact Person	Email & Contact

2.6 How many students do you send to Singapore K12 international schools each year? 1

to 5 5 to 10 11 to 20 21 to 50 51 to 100 Others: ____



Part 3: Agent Services and Recruitment Knowledge

3.1 Are you familiar with Singapore CPE EduTrust policy on agent's requirement?

No Yes

3.2 Are you familiar with Cognita's Safeguarding Policy?

No Yes

3.3 Select the type of assistance provided to students/families (You may tick more than one)

- English language training courses
 - Assistance in family relocation
 - Student counseling
 - Student services: assistance student visa application submission, immigration advice, etc.
 - Pre-departure briefing
 - Others, please specify:
-

3.4 Do you charge students / families any service fees?

- No
- Yes - Please provide details for the fees charged for each service.

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Part 4: Agent Recruitment Plan



For Official Use

<input type="checkbox"/> Reject:			
<input type="checkbox"/> Approve:			
Recruitment Territory/Territories:			
Proposed Contract Terms Date of appointment: Date of Expiry:			
Designation	Name	Signature	Date

Approved and Endorsed by Director of Admissions			
Designation	Name	Signature	Date

COGNITA