

New Partner Questionnaire

The purpose of this questionnaire is to assist UP Education appoint representatives to recruit international fee-paying students. Please complete the form and return it to us for consideration.

Please note that this document is not an agency agreement.

PART ONE

Company details

Company name (Trading name)		
Company address		
Postcode		
City		
Phone		
Email (Main)		
Website		
Do you have any branch offices?	Yes	No
If yes, please attach a full list of all the branch offices associated with your organisation.		
Do you currently use Enroller service to submit application to New Zealand institutions?		
	Yes	No
If Yes, please provide the email address associated with your Enroller account		
Do you currently use Studylink to submit application to Australia institutions?		
	Yes	No
If Yes, please provide the username and email address associated with your Studylink account		

Primary contact

Title
First name
Family name
Job title/position
Email
Phone number
Direct phone number
Skype/Viber/WeChat/Lime/WhatsApp

Primary contact – Contract signatory (if different from above)

Title
First name
Family name
Job title/position
Email
Phone number
Direct phone number
Skype/Viber/WeChat/Lime/WhatsApp

Primary contact – Commercial (including commission and incentive), if different from above

Title
First name
Family name
Job title/position
Email
Phone number
Direct phone number
Skype/Viber/WeChat/Lime/WhatsApp

Bank details

Bank name
Branch name
Address
City
Postcode
Account name*
Account number
Sort Code/BIC/IBAN/SWIFT

**Please ensure the bank account name is the same as the company name.*

If you have more branches to be listed, please repeat Part ONE of this form or provide a listing of your branches - Address, Email, Telephone, Primary contact & Primary contact – commercial, Enroller and Studylink details (if available).

PART TWO

Company overview

When did your company start operating?	
If you send students to New Zealand as a study destination, please state whether you are officially recognised by Education New Zealand or are part of the ENZRA scheme.	Yes No <i>Please provide details:</i>
What is the main activity of your company?	Student recruitment Travel and tourism Immigration Other <i>Please provide details:</i>
How many students did you send abroad last year?	
Which countries do you send most of your students to (and, if possible, which colleges)?	New Zealand Australia Canada UK USA Other <i>Please provide details:</i>
How many students do you estimate sending to UP Education in one year?	
Which countries do most of your students come from?	
How many counsellors do you employ at your branch?	
On average, how many years' experience do your counsellors have?	
Do you charge students a fee for your services?	

Company overview (cont'd)

In order to provide recruitment services in partnership with UP, we expect you to advise on visa requirements and study options, offer assistance with visa processing and travel arrangements, and work with us to arrange airport transfers and student accommodation. Please provide details of your counselling procedures and how you handle visa processing, and specify whether your staff hold qualifications in this area.

If you send students to New Zealand as a study destination, are you aware of the requirements under the Code of Practice for the Pastoral Care of International Students?
If you send students to Australia as a study destinations, are you aware of the requirements under the National Code 2018?

What is your current rate of visa acceptances to New Zealand? (last 12 months):

Which division(s) of UP are you planning to promote?

Australian university pathway programmes

University of Tasmania, Charles Darwin University and Swinburne University of Technology

Yes

No

New Zealand university Foundation Studies programmes

The University of Auckland, AUT University and Victoria University of Wellington

Yes

No

New Zealand higher education/vocational training

Certificate, diploma and bachelor degree programmes in digital design, hospitality, cookery, management, tourism, IT, floristry, pharmacy, hairdressing, makeup, beauty therapy, massage therapy, and sport and fitness, etc. (Levels 3–8)

Yes

No

New Zealand English language programmes

General English, IELTS Preparation, High School Preparation, etc.

Yes

No

Contact details for references (Please provide two)

Referee 1

Name

Name of institution/company

Address

Phone

Email

Contact details for references (cont'd)

Referee 2

Name

Name of institution/company

Address

Phone

Email

Declaration

*I confirm that I am interested in becoming a recruitment representative for UP Education.
I authorise UP to carry out such checks as may be necessary to verify the details above.*

Name

Signature

Position in company

Date

Office use only

Approved/Declined by

Date