

WORD-WIDE ESL INSTITUTE

WORD-WIDE LANGUAGE & TUTORING CENTER

4843 Voltaire Street, Suite A, San Diego, CA 92107 USA

study@wordwide.us

Tel: (619) 222-6411 Fax: (619) 222-6404



Student Recruiting Agent Summary and Application

We would be honored to build a partnership with you for the purpose of recruiting English as a Second Language students to our very good ESL school in Southern California, USA.

Word-Wide ESL Institute is authorized under U.S. Federal law to enroll non-immigrant alien students for English studies. Our school is accredited by the Accrediting Council for Continuing Education and Training (ACCET), a partnership for quality. Word-Wide ESL Institute was approved by BPPVE and continues by voluntary agreement to maintain the high quality set forth by the California Bureau of Consumer Affairs.

Classroom instruction is immersion based and the programs can be completed in an average of 17 months. We offer six levels of ESL instruction and TOEFL Test Preparation in three levels. Our students study an average of 17 months in Levels 1 – 6 and may study another ten to thirty weeks in TOEFL. Classes are held in the mornings, afternoons and evenings.

Word-Wide ESL Institute teaches a student from beginner to college- or business-bound in half the time of other ESL schools.

We would like to invite you to consider being part of the exciting world of Word-Wide ESL Institute. This partnership will afford you an opportunity to recruit students for us on a commission basis. Because we limit the number of representatives we work with, we select only an elite group to represent us. We would like to hear from you if your company is:

- a leader in recruiting students to study abroad,
- knowledgeable about studies in the USA and the accompanying immigration documentation process to help students,
- promising to distribute and promote Word-Wide ESL Institute in in-house displays and advertising, and
- recruiting at least 10 students a year for Word-Wide ESL Institute,

To start this simple process, please complete the Agent Application. This application is required of all agency candidates. Please return it to us by mail or fax. Once we have reviewed your application, and you have been approved, a contract will be sent to you for signing. Once all parties have signed, the contract becomes active and you are ready to begin earning Word-Wide ESL Institute commissions.

We look forward to working with you to grow world peace through casual, fast and fun language education! study@wordwide.us

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STUDENT RECRUITING AGENT APPLICATION

Word-Wide ESL Institute appreciates your interest in being a student-recruiting agent on our behalf. Please complete the following and mail or fax to the contact listed at the bottom of the application.

Part A Company Data

Company Name: _____

Mailing Address: _____ City: _____

Postal Code: _____ Country: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

Contact Name: _____ Title: _____

What year was your company established? _____

How many offices do you have? _____

In which cities do you have offices? _____

Which countries do you work with to recruit students? _____

Please list professional organizations to which you or your company belongs:

Please list the names of all community, technical colleges and schools that you work with around the world. (Use the back of this application if necessary.)

School Name	Programs you Promote	Contact Email and Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Part B Student Information

How many students do you advise each month? _____

How many students do you send to the United States each year? _____

What type of students do you usually advise? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> University Students | <input type="checkbox"/> Vocational/Technical Students |
| <input type="checkbox"/> Company Employees | <input type="checkbox"/> Other please specify: _____ |
| <input type="checkbox"/> ESL Students | _____ |

How many students have you placed in ESL institutions or schools in the U.S. during the past five years? _____

Into what types of ESL programs do you seek admission for students? Please specify:

Which kind of students do you typically send to the U.S.? (Check all that apply and the numbers sent.)

- | | |
|---|---|
| <input type="checkbox"/> Individuals _____ | <input type="checkbox"/> Executives _____ |
| <input type="checkbox"/> Groups _____ | <input type="checkbox"/> Workers _____ |
| <input type="checkbox"/> Special interest. Please specify _____ | |

Part C Recruitment

How do you recruit your students? (Check all that apply) Please provide a sample.

- | | |
|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Group Presentations |
| <input type="checkbox"/> Direct Mail / Email | <input type="checkbox"/> Printed magazine ads |
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Participate in exhibitions and fairs |
| <input type="checkbox"/> Web Advertising | <input type="checkbox"/> Other, please specify _____ |

What services do you provide students that you recruit?

- Assisting in completing application required for admission to a college
- Assisting in preparing students for visa interviews
- Advising on the selection of training programs and career options
- Arranging for home stays or other housing arrangements while in the U.S.
- Pre-departure orientation (please specify) _____
- Other, please specify _____

Will you allow us to place our school logo directly on your website? ____ Yes ____ No

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Part D Services

Do you charge students a counseling fee? Yes No If yes, specify amount _____

Do you collect tuition and fees from your students? Yes No

IF YES, we request that agents send full tuition and all required fees to Word-Wide ESL Institute. Word-Wide will then wire transfer the agent commission once students arrive at Word-Wide ESL Institute.

IF NO, we request that students pay for all tuition and fees directly to Word-Wide ESL Institute. Word-Wide will then wire transfer the agent commission once students arrive on campus and pay their program tuition and fees.

Will your agency comply with these procedures? Yes No

How do you become familiar with the ESL institutions you refer students to attend?

How did you learn about Word-Wide ESL Institute? _____

If you were referred to Word-Wide ESL Institute by another agent, please list referee's name and contact info:

Please list three references with all of the information requested below. Your signature below allows Word-Wide ESL Institute to do a reference check.

Company Name	Contact Name	Email	Phone	City/Country
1.				
2.				
3.				

I represent _____ My title is _____ My direct
(Company Name)

contact information is _____ I have read and understand this
(E-mail Address)

application and hereby agree that _____ will abide by Word-Wide ESL
(Company Name)

Institute's terms if approved as a representative of Word-Wide ESL Institute.

Signature: _____