

Agency Business Profile Form

This is an electronic form. Please complete all fields by typing your details directly onto the form. All fields are mandatory unless stated otherwise. You can send your completed form to the English UK team by clicking on the blue 'submit' button located at the bottom of page 4.

Contact

e partneragency@englishuk.com t +44 20 7608 7960 f +44 20 7608 7971
English UK, 219 St John Street, London EC1V 4LY, UK

SECTION 1 – CONTACT DETAILS

Agency name <input type="text"/>		
Managing Director / CEO		
<input type="text" value="Mr/Ms"/>	First name <input type="text"/>	Last name <input type="text"/>
Your name (if different to above)		
<input type="text" value="Mr/Ms"/>	First name <input type="text"/>	Last name <input type="text"/>
	Job title <input type="text"/>	
Your email address <input type="text"/>		
Agency address		
Street/Building <input type="text"/>		City/Town <input type="text"/>
County/State <input type="text"/>	Postcode/ZIP <input type="text"/>	Country <input type="text"/>
Tel (including area code) <input type="text"/>		Fax <input type="text"/>
Email <input type="text"/>		Web <input type="text"/>

SECTION 2 – BUSINESS PROFILE

Agency information		
What year was your agency established? <input type="text"/>	How many employees does your agency have? <input type="text"/>	
How many students has your agency sent to the UK in the last 12 months? <input type="text"/>		
How long has your agency been working with English UK member centres? <input type="text"/>		
Is your agency a member of an agent association? <input type="text"/>	<input type="text" value="Yes/No"/>	
If 'yes' please specify <input type="text"/>		
Is your agency a member of any other associations? <input type="text"/>	<input type="text" value="Yes/No"/>	
If 'yes' please specify <input type="text"/>		
Has your agency previously participated in an English UK event, such as StudyWorld London, an inward mission, an overseas fair (organised by the English Language Promotions Group), an agent briefing session etc? <input type="text"/>	<input type="text" value="Yes/No"/>	
If 'yes' please specify <input type="text"/>		
English language courses of interest		
Please provide details of the types of English language courses your agency is interested in by placing a tick next to the relevant course types below:		
<input type="checkbox"/> General & Intensive English	<input type="checkbox"/> English for Specific Purposes	<input type="checkbox"/> English for Business / Executives
<input type="checkbox"/> Adult Vacation courses	<input type="checkbox"/> Young Learner courses	<input type="checkbox"/> English Plus
<input type="checkbox"/> Home Tuition	<input type="checkbox"/> One-to-one	<input type="checkbox"/> Courses for teachers of English
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Foundation courses	<input type="checkbox"/> Examination courses
<input type="checkbox"/> English for Academic Purposes		

SECTION 2 – BUSINESS PROFILE

Other courses of interest

Please provide details of the types of other courses of interest.

- | | | |
|--|---|--|
| <input type="checkbox"/> GCSE courses | <input type="checkbox"/> A Level courses | <input type="checkbox"/> International Baccalaureate |
| <input type="checkbox"/> Access courses | <input type="checkbox"/> Vocational courses | <input type="checkbox"/> Diploma/Certificate courses |
| <input type="checkbox"/> Undergraduate courses | <input type="checkbox"/> Postgraduate courses | <input type="checkbox"/> Sport Programmes |
| <input type="checkbox"/> Guardianship Programmes | <input type="checkbox"/> Holiday Camps | |

SECTION 3 – REFEREES

In order to achieve Partner Agency status applicants must attain satisfactory references from a minimum of 5 English UK member centres. Please nominate 5 English UK member centres to which you send students and who are willing to act as your referee.

Referee 1

Centre/Institution name

Contact person Mr/Ms First name Last name

Job title

Email address Tel number

Referee 2

Centre/Institution name

Contact person Mr/Ms First name Last name

Job title

Email address Tel number

Referee 3

Centre/Institution name

Contact person Mr/Ms First name Last name

Job title

Email address Tel number

Referee 4

Centre/Institution name

Contact person Mr/Ms First name Last name

Job title

Email address Tel number

Referee 5

Centre/Institution name

Contact person Mr/Ms First name Last name

Job title

Email address Tel number

SECTION 4 – AGENCY DESCRIPTION

All partner agencies benefit from a company profile (including logo and contact details) located on the English UK website. This profile will include a description of your agency available in both English and your agencies home language (optional).

Please provide a short description of your organisation, in English, using no more than 350 words.

Please provide a short description of your organisation, in your agencies home language, using no more than 350 words.
Please note this particular feature is optional.

SECTION 5 – SUBSCRIPTION FEE

Partner Agency status is valid for two years.

The subscription fee is currently set at **GBP 195.00** per agency for **2 years**. Payment should be made via Credit Card and must be received in advance in order to achieve Partner Agency status. A receipted invoice will be issued on receipt of full payment.

Credit card Please debit the total amount owed from the credit card detailed below:

Card type: MasterCard Visa Maestro Visa Debit

Card No: / (MM/YY) Expiry date: / (MM/YY)

Start date (where applicable) / (MM/YY) Issue number (where applicable)

CCV/CVV code (3 digit security code printed on the back of your card)

Card holder's name

Note: We are unable to accept American Express credit cards.

Every two years, agencies must submit a renewal profile form, provide two up-to-date references from English UK member centres and pay the subscription fee in order to renew partner agency status.

SECTION 6 – APPLICANT DECLARATION

Name

Date

I hereby certify:

- That to the best of my knowledge the information provided on this application form and in all supporting documents, is true and accurate, and I undertake to inform English UK of any changes in the information provided.
- That to the best of my knowledge the agency is of sound financial status and the commercial and financial affairs of the agency are conducted in a legal and proper manner.
- To give notice in writing of a wish to leave the scheme and I understand that no refunds will be given.
- If accepted as a partner agency, I undertake to abide by the English UK Partner Agency Code of Conduct as set out on the English UK website.

SECTION 7 – TERMS & CONDITIONS

- English UK reserves the right, at its sole discretion, to reject an application without assigning a reason and applications will only be considered for acceptance if the agency's work is, in the opinion of English UK, compatible with the high standards and business ethics of the scheme.
- The English UK Partner Agency Scheme is not an accreditation or quality assurance scheme. English UK offers no guarantee as to the quality of customer service or information provided by any individual agency.
- English UK is not responsible for and cannot be held liable for any actions carried out by a partner agency or its employees.
- Partner Agency status is valid for two years. Agencies must submit a renewal profile form, provide two up-to-date references from English UK member centres and pay the subscription fee every two years in order to renew partner agency status.
- If a partner agency is found to have breached the Code of Conduct, English UK reserves the right to remove the agency from the scheme without right of appeal.
- If an agency loses partner agency status for any reason, they must cease using the scheme logo and marketing collateral, and referring to themselves as a partner agency, with immediate effect.
- If any complaint against a partner agency is found to be serious, English UK reserves the right to remove partner agency status from the agency without right of appeal.
- English UK reserves the right, at its sole discretion, to terminate the scheme.

I have read, understood and agree to abide by the terms and conditions as set out above.

Name

Date

English UK is the world's leading language teaching association

Contact the English UK team:

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