

## AGENCY/AGENT QUALIFICATION APPLICATION FORM

### 1 AGENCY/AGENT INFORMATION

Agency/Agent Name:

Address:

Postal Code:

City:

Province:

Country:

Phone Number:

Fax Number:

Québec Enterprise Number (NEQ):

GST:

(If applicable)

PST:

(If applicable)

Web Site Address:

Main Contact:

Mr. Ms. Mrs.

Given Name

Family Name

Phone Number:

Cell Number:

Email Address:

Company Owner:

Mr. Ms. Mrs.

Given Name

Family Name

Phone Number:

Cell Number:

Year Founded:

Number of Staff:

Office Phone Number:

Are you working with Education Institutions in Canada or Québec?      Yes      NO

If yes, please specify

## 2 SERVICES PROVIDED TO STUDENTS

How would you promote your services and the EMSB to potential students?

Please indicate the services that your company provides students and the fees charged for each service. Please check all that apply:

Services provided to students	Fee Structure (CAD\$)
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Complete Application for Admission

CAQ Application & Processing

Visa Application & Processing

Student Registration & Payments

Accommodation/Homestay

Travel Arrangements

Other:

Please specify:

## 3 HOMESTAY INFORMATION

Do you provide a host family (homestay) to your students? If yes, reply to the following questions.

1. If you place your students without using a Québec established homestay organization, what criteria do you use when recruiting a host family?

2. Are police checks done on each family member over 18?

Yes                  No

2.1 If no, please explain why a police check has not been completed.

2.2 If yes, do you agree to forward copies of the reports for each family member if requested by the EMSB?

Yes            No

3. Is the home inspected to ensure it is safe, clean, has working smoke detectors, has 2 exits in case of a fire, and a proper room with a door, bed, desk, chair, dresser, lamp, towels, and linens?

Yes            No

4. How often do you visit the homestay to ensure the student and family are getting along and that the environment is safe and healthy for the student?

Weekly        Bi-weekly     Monthly

Once per Semester        Never

5. Do you provide training and a manual outlining the responsibilities of the homestay family?

Yes            No

6. Do you agree to allow an EMSB employee to visit the homestay family if required?

Yes            No

How did you hear about the EMSB?

Internet Search

Recruitment Fair

Friend/Family

Referral

Advertisement

Magazine:

Other:

Please specify:

How many students did you bring to Canada or Québec last year?

How many students do you plan to send to the EMSB schools in the next 12 months?

#### 4 SERVICES PROVIDED TO STUDENTS

Please provide us with two Canadian Professional References from an Educational Institution

Organization:

Contact Name:

Email:

Phone:

Organization:

Contact Name:

Email:

Phone:

Additional Information we should know:

#### 5 CHECKLIST

Please provide the following documents with your agency/agent application:

Complete application form

Reference

A copy of your resume

A copy of your Business License or Registration

A copy of your homestay application

I certify that the information given above is correct.

Name: Please print

Title: Please print

Date:

Signature: