**New Agent Questionnaire.**

Thank you for your interest in becoming a recruitment agent for Edinburgh Napier University for our Global Online programmes. Please answer the questions below.

All information will be treated as confidential and will not be given to a third party without your permission. This questionnaire is part of the University’s due diligence processes and the information provided will be used to draft a contract agreement.

Contact Details

|  |  |
| --- | --- |
| **Registered name of agency** |  |
| **Local trading name** |  |
| **Registered address** **(if you have multiple offices please provide full details of these separately)** |  |
| **Phone** |  |
| **Email** |  |
| **Website** |  |
| **Name of Manager and contact details** |  |
| **Owner of the company** |  |
| **Parent company and registered address** **(if applicable)** |  |

Bank Account Details

|  |  |
| --- | --- |
| **Bank name** |  |
| **Branch name** |  |
| **Address** |  |
| **Account name** |  |
| **Account number** |  |
| **Branch/Sort code** |  |
| **SWIFT code/IBAN number** |  |

Company Information

|  |  |
| --- | --- |
| **Which countries and cities are you currently operating in?** |  |
| **Year of establishment**  |  |
| **Is your company registered with an accredited body?** |  |
| **What is the legal status of the company?** |  |
| **How many staff do you currently employ?**  |  |
| **In addition to student recruitment does your company operate any other businesses? Please give a brief description** |  |
| **Is your company party to any agreements with a governmental or political body? Please provide details if yes.** |  |
| **Which other universities do you have contracts with and represent?**  |  |
| **What services do you offer to students and do you charge for these services?**  |  |

Market Information

|  |  |
| --- | --- |
| **Which online programmes at Edinburgh Napier are you interested in promoting?**  |  |
| **How many students do you think you can place on Edinburgh Napier University online programmes?**  |  |
| **What type of support would you like from Edinburgh Napier University staff to help you recruit students on our behalf?** |  |

Referees

Please provide the name and contact details below of two referees (preferably other UK universities that you currently work with). Please include their title, institution and full contact details.

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Referee 2** |  |

Please return to Aileen M Sibbald, Global Online Enhancement Lead,  e: am.sibbald@napier.ac.uk