

## Become a Liverpool English Centre Registered Agent



At LEC we take pride in treating our agents with friendliness, efficiency and flexibility. We are also great believers in communication, which is, after all, the essence of our business. In order that we may start to build what we hope will be a long and fruitful business relationship with our new agents, we ask you to fill in the following questionnaire. Although you are not obliged to answer all the questions, we hope you will, in order that we may better understand your business and consider your needs. We guarantee absolute confidentiality and will never disclose any information you give us. If you have any queries, please contact LEC. Thank you for your co-operation.

Please complete all mandatory fields marked \*

What is the full trading name of your business?\*

What is the full postal address of your business?\*

Telephone number\*

Fax number\*

Email address\*

What are the names of your directors?\*

Please give details of your main trading activities\*

Are you a company, partnership or sole trader?\*

If you are a company, please provide us with your company registration number:

How long has your business been established?

### **Marketing Information**

How many offices/outlets and locations does your business have?\*

How long have you been dealing with Language schools?\*

Please name at least 3 schools (including contact details) to which you have referred students in the last 12 months.

NB. Please be advised that it is LEC's policy to contact references given by prospective agents before confirming your account or accepting bookings. Please ensure that referees are current and available for comment.

School 1: name of school, contact name and telephone / email details\*

School 2: name of school, contact name and telephone / email details\*

School 3: name of school, contact name and telephone / email details\*

Have you to your knowledge ever been listed in the English UK Bulletin regarding debts?\*

How did you first hear of LEC?\*

Why would you like to work with LEC?

How many students do you send to the UK per year?

Other markets (please specify)\*

How many students did you send to the UK on language programmes last year?\*

How many students do you expect to send to the UK this year?\*

Please give us some details about how you recruit your students - advertising/word of mouth/friends and family? Do you produce your own brochure? Do you give presentations?

Do you attend trade fairs? Which fairs do you attend?\*

Please give us an indication of the rate of agent discount you currently receive, and also the rate you would expect from LEC.\*

Please comment on who are your biggest partners and reasons why?\*

Are there any other terms, which you would like to discuss with LEC before you agree to work with our organisation?\*

### **Financial Information**

Please give the name and address of your business bankers\*

Can you provide us with a bank reference issued by them?\*

Please state the name of your Financial Director (CFO) or the person who would be responsible for payments to LEC.\*

### **Payments**

Please note our payment process:

The agent collects the full amount due from the student and pays LEC the net amount due contained

in our net invoice (Agency Net Payment) . All fees must be paid in full before the course start date.  
LEC reserve the right to cancel any courses or accommodation for which payment has not been received by the due date or in cases where debt is outstanding.

### **Declaration**

I understand and accept that all fees must be paid by the course starting dates?

I declare that the information given above is correct to the best of my knowledge and belief\*

NB. Agents should contact LEC Marketing if they wish to discuss any other payment option, but should note that special credit terms will not normally be granted by LEC without good reason and only after satisfactory evidence of financial status, the receipt of credit references, and a continuous period of satisfactory trading with the agent concerned.

***Let's Learn Together...***