



# Columba College

## Agency Application Form

Thank you for your interest in becoming an agent for Columba College. To help us learn more about your organisation please complete this form and return it to Mrs Sue Medary, International Director; email: [smedary@columbacollege.school.nz](mailto:smedary@columbacollege.school.nz).

DATE OF APPLICATION: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS: (if different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEBSITE: \_\_\_\_\_

SOCIAL MEDIA LINKS: \_\_\_\_\_

OFFICE PHONE NUMBER: (    ) (    ) \_\_\_\_\_

EMERGENCY CONTACT NUMBER: (    ) (    ) \_\_\_\_\_

WHICH COUNTRIES DO YOU RECRUIT STUDENTS FROM? \_\_\_\_\_

\_\_\_\_\_

WHICH COUNTRIES DO YOU SEND STUDENTS TO? \_\_\_\_\_

\_\_\_\_\_

HOW MANY SECONDARY AGE SCHOOL STUDENTS DO YOU SEND ABROAD EACH YEAR? \_\_\_\_\_

TO NEW ZEALAND? \_\_\_\_\_

HOW MANY PRIMARY AGE SCHOOL STUDENTS DO YOU SEND ABROAD EACH YEAR? \_\_\_\_\_

TO NEW ZEALAND? \_\_\_\_\_

HOW MANY YEARS HAS THE AGENCY BEEN OPERATING? \_\_\_\_\_

HOW MANY OFFICES DO YOU HAVE? \_\_\_\_\_

WHERE ARE YOUR OFFICES LOCATED? \_\_\_\_\_

HAVE ANY OF YOUR STAFF MEMBERS VISITED NZ BEFORE? \_\_\_\_\_

ARE YOU WILLING TO HAVE STAFF VISIT NEW ZEALAND IN THE FUTURE? \_\_\_\_\_

HAVE ANY OF YOUR STAFF COMPLETED THE EDUCATION NEW ZEALAND EDUCATION AGENT  
ONLINE TRAINING? \_\_\_\_\_

**CONTACT PEOPLE**

Please provide details of the main contact person in first row.

NAME	POSITION / RESPONSIBILITIES	EMAIL	MOBILE PHONE

**REFERENCES**

Please provide the name and contact details for two New Zealand schools that you currently work with:

EDUCATION PROVIDER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EDUCATION PROVIDER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

IS THERE ANYTHING ELSE ABOUT YOUR AGENCY YOU WOULD LIKE US TO KNOW?

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