



Operating under the College and Institute Act Government of British Columbia
2300 Ryan Road, Courtenay, British Columbia, Canada, V9N 8N6
Phone: 1.250.334.5033 Fax: 1.250.334.5287 Email: study@nic.bc.ca Skype:
international.nic

Representative Relationship

NIC Office of Global Engagement is interested in building long term relationships with representatives in countries throughout the world. Representatives are an important source of student referrals and support and as such our representative relationships are very important to us.

Our commitment to representatives with whom we work is to:

- provide accurate program and service information on our website and in our printed publications
- respond in a timely manner to all queries by phone, email or in person
- provide training to understand our programs and services in person where ever possible, by email, by telephone, or by Skype
- provide your clients/our students with excellent educational services
- pay your invoices in a timely manner

We expect that as a representative you will:

- develop a clear and full understanding of our programs, services and location
- provide accurate and honest information to your clients and their families about NIC
- refer students to North Island College who are suitable to our programs and location
- provide support for your clients through the application and admission process
- support your client through their visa or study permit application process and travel planning
- assist your client in planning accommodation
- offer support to students when they arrive at NIC, as needed

Thank you for providing the following information. Please complete this form electronically and return it to study@nic.bc.ca as an attachment.

Name of NIC Representative:

Contact Name:

Mailing Address:

Country:

Telephone Number:

Fax Number:

Email Address:

Website Address:

Date:

1. What year was your organization established? _____
2. Please describe (briefly) your main areas of business.
3. What Canadian public universities or colleges can we contact that you have done business with? Please provide detailed contact information including, the name of the person you worked with at the institution and their email address. We require three references.

A.

B.

C.

4. What types of programs are your clients interested in? (Please mark all that apply.)

<input type="checkbox"/>	Career Programs	<input type="checkbox"/>	ESL only	<input type="checkbox"/>	University Transfer
<input type="checkbox"/>	University Degree (BBA, BFA, BA (Liberal Studies))				
<input type="checkbox"/>	Post Degree/Advanced Diploma (Business/Communication Design)				
<input type="checkbox"/>	Upgrading	<input type="checkbox"/>	Other (Please be specific.)		

5. Please forward a company profile for our files to study@nic.bc.ca.
6. About how many students did you send to Canada last year? _____

7. How many students did you send to these programs?

<input type="checkbox"/>	Community College	<input type="checkbox"/>	ESL Only
<input type="checkbox"/>	University Transfer	<input type="checkbox"/>	Other (Please be specific.)

8. Please tell us how you learned about NIC. As well, please tell us what would attract your clients to NIC?

Please note that if you cannot complete the above Canadian reference requirements, we will be happy to hear from you in the future when you can meet those requirements.

North Island College Office of Global Engagement appreciates your interest, and welcomes participation in “Changing Our World”.