

Agent Application Form

NOTE: THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED AS CONFIDENTIAL

Criteria Checklist (Please provide the necessary documents if applicable)

- Application for an organization Application for an individual agent

Document Requirements

- 1. Photocopy of Business Registration File and contact person's Passport / Identity Card
- 2. Evidence of relevant experience (e.g., organization profile or personal resume)
- 3. Track records of recruitment, students' satisfaction, and/or documented feedback (if any)
- 4. Staffs strength/ branches (if any)
- 5. Reference letters attesting to the reputations (if any)
- 6. Approval from the local government for students' recruitment activities (if any)

Section A: Contact Person of the Organization, or Personal Particulars of Individual Agent

Surname:		First Name:		WeChat or WhatsApp:	
Postal Address:					
Postal Code:		Country of Residence:		Nationality:	
Identity Card/ Passport:		Singapore PR:		Local Contact No:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Birthday:			Gender:		Email Address:
Y	Y	Y	Y	M	M
D	D	<input type="checkbox"/> Male <input type="checkbox"/> Female			

Section B: Contact Person's Personal Education Background (If applicable)

Qualifications obtained from Schools, Colleges and Universities.

	Institute Name & Country	Year of Graduation	Qualification Gained	Major Field(s) of Study
1				
2				



Section C: Organization Information (If applicable)

Organization Name (In English):		Organization Name (In Native Language):	
Postal Address:			
Postal Code:	Country of Residence:	Country to conduct the recruitment activities:	
Organization Email Address:	Organization Contact No:	Organization WeChat/WhatsApp No:	
Marketing Staff No:	Years in Student Recruitment:	Expected Total Students to send in a year	

Section D: Personal Reference (If applicable)

Please list at least one (1) person (not your relative) who has known you for at least five (5) years.

Name	Contact No	Email Address	Relationship

Section E: Applicant Statement – IMPORTANT

1. The information that I have provided in this application form is accurate to the best of my knowledge and may be verified by the American Center for Education (known as ACE) or its relevant parties.
2. I authorize all the schools, persons, and organizations named in this application to provide any relevant information in their possession or knowledge to ACE, for use in deciding whether or not to grant me the approval for the application and specifically waive any required written notification and I hereby release ACE, my formal employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of the work relationship, regardless of the time elapsed before discovery.
4. I have placed my signature in the space provided below only after I have completed the entire application form to the best of my ability and have carefully read the foregoing statements.
5. I understand that ACE might request the Republic of Singapore Police Force or other local and overseas agencies, to investigate and obtain, information regarding my or my organization's criminal conviction history if any. This background investigation is required to fulfill ACE's compliance with mandatory regulations. I hereby consent to this investigation and authorize ACE to request a report on my or my organization's background as stated above through the Republic of Singapore Police Force and other relevant local and overseas agencies as indicated.

Applicant Full Name:	Applicant Signature:	Company Stamp (If applicable):	Submit Date:
			YYYY – MM – DD

For Official Use Only

Staff Name:	Acknowledgement Signature:	Department:	Received Date:
		Marketing Department	YYYY – MM – DD

Selection of New Recruitment Agents

Section A – Interview

Note: To be completed by ACE					
Questions	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The agent has a proper set-up as a business entity, with operations in place to handle the entire recruitment process of students Or individuals with wider network to assist in marketing development and recruitment.	1	2	3	4	5
2. The agent has demonstrated evidence of their relevant experience or the potential for student recruitment.	1	2	3	4	5
3. The agent has a belief in education, and a desire to help students by giving them the opportunity for a good education pathway.	1	2	3	4	5
4. The agent and education consultants are adequate in their communications with our staff members and able to communicate in English.	1	2	3	4	5
5. The agent has good knowledge about Singapore’s education system (council of private education, education pathway etc.)	1	2	3	4	5
6. The agent has a valid business registration and have more branches are at an advantage.	1	2	3	4	5
7. The agent has a corporate website and has intention to list our programmes in accordance with CPE’s advertising code.	1	2	3	4	5
8. The agent has reference letters attesting to their reputation or has good track record from the respective local governments authorizing the agent to conduct student recruitment activities.	1	2	3	4	5
9. The agent has good knowledge about Singapore (law and regulation of ICA, cost of living, culture, food, accommodation, medical system, transportation etc.)	1	2	3	4	5
10. Other Comments:					



Section B – Recommendation

Average score: (minimum >=3.5)		
Recommended by:	Signature:	Date: YYYY – MM – DD
Reviewed by:	Signature:	Date: YYYY – MM – DD
Remark:		

Section C – Approval

Note: The Agent Contract to be signed will not be valid for more than one year duration.		
(Chief) Marketing Director:	Signature:	Date: YYYY – MM – DD
Remark:		

Agent Training Record

No	Description	Supporting Documents	Tick
1	School's location(s) and a general description of the facilities and infrastructures	ACE Website	
2	Application requirements and procedures	Student Application Form	
3	Course counselling to match the aspirations of the prospective students with the course learning outcomes	ACE Website	
4	Type of certification awarded at the end of the course (Certificate/Diploma/Advance Diploma/Degree/Master/PhD etc)	ACE Website Student Contract	
5	Opportunities for further education after graduation or job prospect after graduation	ACE Website	
6	Total payable fee throughout the course duration. Detailed breakdown of fees. Miscellaneous fees that might be chargeable	Student Contract ACE Website Student Handbook	
7	Fee Protection Scheme adopted by the school. FPS provider. Payment methods and schedule.	SSG Website Student Contract ACE Website Student Handbook	
8	Student contract clauses	SSG Website Student Contract ACE Website	
9	Refund, transfer, withdrawal, and deferment policies. Implications of a transfer or withdrawal.	Student Contract ACE Website Student Handbook	
10	Students' support services	ACE Website Student Handbook	
11	Course admission requirements and any exemption (if applicable)	Student Contract ACE Website	
12	Course modules and outlines	Student Contract ACE Website	
13	Course duration and assessment schedules	Student Contract ACE Website	
14	Promotion and award criteria, including any special condition	ACE Website Student Handbook	
15	Reference to SSG official website for more details	ACE Website Student Handbook	
16	<i>Reference to School website for details to address Private Ed Regulations 28 (1) Disclosures - 15 items (a) to (l) (optional)</i>	ACE Website Private Education Act	
	The following are mainly for International Students.		
17	Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). These include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic, and littering	Student Handbook ICA website MOM website	
18	Visa and student's pass application requirements and procedures	ICA Website	
19	Advice on personal and medical insurance	ACE Website Student Handbook	
20	Advice on accommodation and the cost of living	ACE Website Student Handbook	
21	General healthcare services in Singapore and	Health Promotion Board website	
22	English language proficiency requirement (if applicable).	ACE Website	



	Others		
23			
24			
25			
26			

Agent Contact Person’s or Individual Agent’s Acknowledgement:

I acknowledge that the ACE staffs have brought to my attention the above information during the training session, and I understand its contents and my responsibility of delivering the correct information and documents to the prospective students.

Contact Person’s Name:	Signature:
Remark:	

ACE Trainer’s Acknowledgement:

I hereby acknowledge that I have covered the above information clearly in the training session.

ACE Trainer’s Name:	Signature:	Training Date:	Training Timing:
		YYYY – MM – DD	Starting – Ending
Remark:			