

COGNITA

STUDENT RECRUITMENT AGENT APPLICATION E-FORM

We appreciate you spending the time to answer the questions in this form. There is a total of 5 parts to complete. Kindly complete all parts of the e-form and return electronically (email) together with the required supporting documents listed as a checklist in Part 5.

Please refrain from answering the section reserved for the Cognita Business Development staff, which is after Part 5.

Please be assured that information provided is only for confidential use of Cognita Group of Schools, the information provided will enable us to establish the best way to proceed with our partnership.

Part I: Agency Company Overview

1.NAME OF THE COMPANY - In English *

2.NAME OF THE COMPANY - in native language, if any

3.Correspondence Address *

4.Recruitment Territories: *

5.Business Registration Number *

6.Date of Establishment: *

7.Name of Company Owner: *

COGNITA

8.Name of Contact Person: *

9.Contact Person's Job Title: *

10.Email: *

11.Mobile: *

12.Office website: *

13.Wechat Contact (if applicable)

14.Social Media link (Xiao Hong Shu, Douyin, Instagram, Naver Blog, etc...)

Part 2: Agent Recruitment Experience and Background

15.Are you or were you an agent of any other Cognita Schools? *

Yes

No

16.How many years have you been in the K12 student recruitment industry? *

1 year or less (please provide your business Plan)

2 to 3 years

4 to 6 years

More than 7 years

COGNITA

17.How many staff is employed in your company? *

1 to 3

4 to 10

10 to 20

more than 20

18.Do you have any branch offices? *

Yes

No

19.If yes, where are they located (including city, province, and prefecture)?

20.How many students do you send to Singapore K12 international schools each year? *

1 to 5

6 to 10

11 to 20

21 to 50

51 to 100

21.For which Cognita Asia Schools are you planning to recruit? *

Stamford American International Schools - Singapore

Brighton College Singapore

Australian International School - Singapore

Stamford American - Hong Kong

CHIREC - India

International School Ho Chi Minh City - Vietnam

St. Andrews International School - Thailand

All of them

COGNITA

21.b Does your company / you currently work with any other PEIs in Singapore?

Yes

No

If Yes, please state all other Institutions:

21.c Does your company / you currently work with any other institutions worldwide?

Yes

No

If Yes, please state all other Institutions:

Part 3: Agent Recruitment Plan

22.How many students in total do you plan to recruit for Cognita Schools *

23.What is your recruitment / marketing plan? *

24.Are you familiar with Singapore SSG EduTrust policy on agent's requirement? *

Yes

No

25.Are you familiar with Cognita's Safeguarding Policy? *

Yes

No

26.Select the type of assistance provided to students/families (You may tick more than one) *

English language training courses

Assistance in family relocation

Student counseling

Student services: assistance student visa application submission, immigration advice, etc.

Family Relocation Services

COGNITA

27. Do you charge students / families any service fees? *

Yes

No

28. If yes, what are these additional Fees and Services

29. Do you conduct your own education fairs?

Yes

No

30. Select the recruitment channels utilised by your agency (You may tick more than one) *

Exhibitions

Seminars

Advertisement

Newspaper

Website

Collaboration projects

Other

Part 5: Supporting Document Checklist and Business Credentials

Please check that you have enclosed the following compulsory Documents along this application Form.

31. Please provide details of one of the referees from a School / College / University, that you currently represent. *

Name	
Contact No.	
Address	
Email	

COGNITA

32. Checklist*

Please check that you have enclosed the following compulsory Documents along this application Form.

Business registration certificate

Copy of Certificate of Representation from another International School

Student Recruitment License (If applicable)

Business plan- Marketing plan)

Please note that the business registration and student recruitment license certificates are required to be officially recognized English-translated versions.

33. Declaration*

I confirm that I have all the necessary registration, accreditations, and permission to act as an education agent in all the territories, which I have nominated, and understand that I must notify the School if any changes occur in the registration of my agency.

I declare that the above information is correct and complete at the time of application.

Any misleading information will result in non-acceptance of this application.

Full Name:

Date

Designation:

Signature

Business Development Manager: For Official Use

Recommendation by Business Development Manager:

<p>Reject</p> <p>Approve</p> <p>Proposed Contract Terms:</p> <p>Date of appointment:</p> <p>Date of Expiry:</p>	<p>Recruitment Territory/Territories:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
---	---

<u>Designation</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Business Development Manager			

For Official Check and Approval by Management:

Approved and Endorsed:			
Remarks:			
<u>Designation</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>