

**FOR OFFICE USE ONLY**

Date application was submitted by agency: \_\_\_\_\_

Date application was submitted for approval: \_\_\_\_\_

Notes: \_\_\_\_\_

**AGENT/CONTACT PERSON**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Male  Female  Other \_\_\_\_\_ Position: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

First language: \_\_\_\_\_ Other languages: \_\_\_\_\_

Mailing address/branch location: \_\_\_\_\_

Business telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**AGENCY**

Name of business: \_\_\_\_\_

Other locations (city and country): \_\_\_\_\_

Is your business registered in Canada or another country?  Yes, my business # is: \_\_\_\_\_  No

**\$2,000,000 general liability insurance required for agencies located in Canada (check to confirm):**

Owner's last name: \_\_\_\_\_ Owner's first name: \_\_\_\_\_

Business title: \_\_\_\_\_  Male  Female  Other \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Years agency has been in business: \_\_\_\_\_ Years recruiting for Canadian schools: \_\_\_\_\_

## STUDENT RECRUITMENT

### List countries of recruitment:

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### Number of students placed in Canadian schools:

2024/2025: \_\_\_\_\_ 2023/2024: \_\_\_\_\_ 2022/2023: \_\_\_\_\_ 2021/2022: \_\_\_\_\_ 2020/2021: \_\_\_\_\_

### List the school boards you have placed students with:

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**PLEASE NOTE:** The Halton Catholic District School Board works with two approved homestay providers: the Canada Homestay Network (CHN) and Dream Homestay Ontario (DHO) to provide homestay service and custodianship for all international students in our School Board.

## REFERENCES

### List two references from different school boards that you have placed students with:

#### Reference #1

Full name of reference: \_\_\_\_\_

School board: \_\_\_\_\_ Years working together: \_\_\_\_\_

Business title: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Other information: \_\_\_\_\_

#### Reference #2

Full name of reference: \_\_\_\_\_

School board: \_\_\_\_\_ Years working together: \_\_\_\_\_

Business title: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Other information: \_\_\_\_\_

## ADDITIONAL INFORMATION

### How did you hear about the HCDSB?

- Internet Search    Professional Referral    Student/Parent Referral    Agent Fair    Advertisement  
 Other, please specify: \_\_\_\_\_

### What are your reasons for wanting to become an agent for the HCDSB?

- Client request    Reputation    Graduation Statistics    EQAO ranking    Halton Region's safety ranking  
 Selection of schools    Quality of schools    Specialty program, please specify: \_\_\_\_\_  
 Commission structure    Dedicated Agent Webpage  
 By recommendation, please specify: \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_

### What does the HCDSB offer that is most attractive to potential International Students?

- Quality of programs    Availability of ESL support in all schools    EQAO ranking    Graduation Statistics  
 School locations    Uniforms    Proximity to major cities    Halton Region's safety ranking    Catholic  
 Scholarships    Free transportation for eligible students    Student/Teacher ratio    Extra-curricular Activities  
 Other, please specify: \_\_\_\_\_

### How will you promote the HCDSB?

- Distribute authorized HCDSB promo materials    Create additional promo materials for the HCDSB  
 Website ads    Social media ads    Newspaper ads    Magazine ads    Radio ads    Television ads  
 Education fairs    Business website    Other, please specify: \_\_\_\_\_

**Please provide any additional information you consider relevant:** \_\_\_\_\_

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- I have attached additional materials**

*Please note: Incomplete application forms will not be processed.*