

Thank you for your interest to enter into a partnership as an Agent Recruiter with the International Education Department at Bow Valley College. Our mission is to offer quality programs and highly supportive services for international students interested in studying in Calgary, Alberta, Canada. It is our goal to work closely with select Representatives who are able to promote and refer high quality learners to Bow Valley College and who will work closely with the International Education Department to support the success of international learners.

OUR COMMITMENT AND EXPECTATIONS

We believe in true partnerships. We follow a strict screening process to ensure that our select Agent Recruiters support the services that we provide to international learners at Bow Valley College. Our commitment to Agent Recruiters is to respond to questions and submissions to the International Education Department in a timely manner, provide training and ongoing support to our Agents, and build long term relationships. In return we expect that our Agent Recruiters follow legal business practices, present themselves professionally to students and Bow Valley College staff alike, are knowledgeable about programs offered at Bow Valley College, and promote programs ethically.

HOW TO BECOME AN AUTHORIZED AGENT

The Agent Recruiter Application is the first stage in the screening process and does not guarantee that an Agreement will be offered. Consideration will be given to Prospective Agent Recruiters based on:

- Experience in the field of student recruitment
- Geographical area that an Agent represents
- Familiarity with the Canadian post-secondary education system
- Previous experience submitting and processing applications to Bow Valley College is considered an asset.

An Agent Recruiter Agreement will only be offered if a partnership is deemed mutually beneficial. To ensure that each application is given careful and thoughtful consideration, a Review Panel screens all Agent Recruiter Applications.

RECRUITMENT PERIOD

Applications are reviewed twice a year. You can submit your application any time but the applications will be reviewed during the recruitment periods:

Application Season	Review of Applications and Selection	New Contract Start Date
February	March	April
October	November	December



The International Education Office will notify suitable Agents of Agreement approval. All agreements expire on the last day of June regardless of when they are approved. Agreements for authorized agents are subject to review 2 months before contracts expire.

Please note that due to the overwhelming number of inquiries and applications received **only** suitable Agents will be contacted. On behalf of the International Education Office we thank you for your interest in Bow Valley College.

Bow Valley College - International Education

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