Alexander Academy

Agent Recruitment

Thank you for your interest in Alexander Academy.
Please read through this package to become an official agent with us.

How to Become an Official Agent with Alexander Academy:

1. **Agent Application Process:**
   - ☐ Please click here to download our agent application form
   - ☐ Fill out the form with two references from a high school which you represent
   - ☐ Once you complete the application, please submit it along with your business license to our Admissions and Business Development Division: admissions@alexanderacademy.ca.

2. **Agent Agreement Process:**
   Once you send us the completed agent application, our admission team will return to you shortly after your application has been reviewed. You will receive an agreement which you may countersign and return to us at your earliest convenience.

3. We will be very pleased to send you an official contract along with an agent certificate very shortly.

We will be looking forward to working closely with you. Please contact admissions@alexanderacademy.ca if you have any questions.

What Will be Provided Once You Become an Official Agent:

Once you receive our agent certificate, Alexander Academy will provide the below supports:

- ☐ **Agent Marketing/Welcome Package:**
  This is a newly introduced package which includes all essential, fruitful information used for admissions and promotions. As we continuously supported our official agents' promotions, this package was designed to provide various promotional materials and clear instructions about our school.

- ☐ **Various Tutorial Videos:**
  We would like to provide our official agents with tutorial videos about frequently asked questions, how to explore our website, and etc. It will help you address various questions from prospective students without inquiring through emails back and forth.

- ☐ **Brochure:**
  Our most up-to-date brochure will include crucial information about Alexander Academy for your prospective students to understand who we are and what services we primarily offer. We would love to mail our brochures at your request.

- ☐ **Virtual Agent Training:**
  We provide agent training for you and your team to address more specific questions about our school and discuss our marketing strategies. You can always email admissions@alexanderacademy.ca to request a training session through Zoom.

- ☐ **Agent Webinar recordings:**
  Our official agents will receive the most up-to-date webinar recordings just in case that you miss live sessions for any reason. Our webinar addresses our agents' various interests, such as the secondary education system in BC and Alexander Academy's curriculum.

- ☐ **Collaborative Virtual Webinar:**
  We would love to host a virtual webinar with you and your team, at your request, to address various questions from prospective students on various topics. It would be such a good opportunity for both of us, as a partner, to build a closer working relationship and increase exposures to the market.

- ☐ **Semi-monthly Newsletter:**
  We understand you are curious about what activities/events your students enjoy at Alexander Academy. Therefore, we would love to keep you updated through our semi-monthly newsletter.

- ☐ **Prompt Updates**
  As an official agent, you will prioritize updates about what happens at Alexander Academy, such as agent benefits and/or policy changes. Suppose you have any inquiries regarding the updates. In that case, you can communicate with our admission team through your preferred method of communication.

Student Application

Alexander Academy only accepts students from official agents. Once your agent application has been processed, you are eligible to send a student application; please click here to download it.

We are looking forward to assisting you with the admission process.