

# AGENT RECRUITMENT



# 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](mailto:admissions@alexanderacademy.ca)

## 2. AGENT AGREEMENT PROCESS

Once you fill out the agent application form, our admissions team will review it. After the review, you will receive an agreement which you can countersign and return to us at your earliest convenience.

## 3. OFFICIAL CONTRACT

We will be happy to send you your official signed contract along with an agent certificate.

We look forward to working closely with you.

Please contact [admissions@alexanderacademy.ca](mailto: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 support:

## 1. AGENT MARKETING PACKAGE

The welcome package includes all essential information about admissions and promotions. We will continuously support your efforts to promote our school by providing you any materials of promotion that you may need.

## 2. TUTORIAL VIDEOS

Agents have access to student testimonials, frequently asked questions videos, instructions on how to use the website, etc. These promotional materials will help you to talk to potential students and answer all their queries with ease.

## 3. 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 offer. We would love to mail our brochures at your request.

## 4. 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.

## 5. AGENT WEBINAR RECORDINGS

Our official agents will receive the most up-to-date webinar recordings just in case 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.

## 6. COLLABORATIVE VIRTUAL WEBINAR

At your request, we would love to host a virtual webinar with you and your team 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 markets.

## 7. 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.

## 8. PROMPT UPDATE

As an official agent, you will be given updates about what happens at Alexander Academy, such as agent benefits and/or policy changes. If you have any inquiries regarding the updates you can communicate with our admissions team through your preferred method of communication.



# STUDENT APPLICATION

## STEP ONE

Please fill out the online student application form through the **agent portal**, you will be sent a link from admissions with the password and username information.

Please email [admissions@alexanderacademy.ca](mailto:admissions@alexanderacademy.ca) if you have not received the required link to the agent portal

## STEP TWO

Please upload the following documents to the agent portal

1. Passport
2. Last two years of report cards (notarized)

## STEP THREE

Every applicant is required to schedule a family conversation with our Director of Admissions.

These appointments will take place over Zoom. This is an opportunity for students and parents to ask questions and learn more about Alexander Academy's programs.

