

# ETO Questionnaire for ELC Bristol



Please provide all the information below and return the completed form to: [info@elcbristol.co.uk](mailto:info@elcbristol.co.uk)

Name of ETO .....

Owner? .....

Year established .....

## Contact Details *Who will be responsible for the day to day liaising with the school?*

Name ..... Position .....

Email .....

## ETO Information

Postal address .....

Telephone .....

Emergency Telephone ..... Website .....

## Marketing

From which areas/cities do you recruit your students?

Approx. how many schools do you refer students to:- ..... in the UK ..... worldwide .....

Do you recruit students who need a General Student Visa?

Which marketing methods do you use to recruit students? .....

What services do you provide for students? .....

Do you produce your own brochure? .....

## References

We must receive **two** references from other schools you work with. It helps speed up the process if you contact the referees and ask them to reply as soon as possible.

Name ..... School ..... Email .....

Name ..... School ..... Email .....

What discount as a percentage of tuition fees are you looking for? .....

## Billing Information

Are you a limited company registered in England and Wales? .....

If you are a UK limited company are you VAT registered? .....

We usually set up our representatives to receive gross and nett invoices. The representatives are responsible for passing on the gross invoice to their student. The representatives then collect the fees from the student and pay us the nett amount. If the student pays us direct, we will pay reduction on tuition 2 weeks after the student arrives. **If you would like to be set up differently, please specify below.**

Signature ..... Name ..... Date .....