

Educational Tour Operator (ETO) / Educational Consultant (EC) Questionnaire



Please provide all the information below and return the completed form to: info@elcbristol.co.uk

Name of ETO/EC
Owner?
Year established How many staff do you have?

Office use

Contact Details *Who is responsible for the day to day liaising with the school?*

Name Position
Email

ETO Information

Postal address
Telephone
24/7 Emergency Telephone Website

Marketing

Where do you recruit your students from?
Approx. how many schools do you send students to?
Do you work with any IALC, QE or TEN schools? If so, which ones?
Which marketing methods do you use to recruit students?
What services do you provide for students? assistance with travel insurance
other please specify

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

Billing Information

Are you a limited company registered in the UK? YES NO
If yes, are you VAT registered? YES NO

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 the reduction on tuition 2 weeks after the student arrives.
If you would like to be set up differently, please specify below.

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Signature Name Date