

Agent Contract Renewal Form

To be completed by the Business Development Director (or nominee)	
Name of Agent:	Click to enter details
Agent Address:	Click to enter details
Type of Agent:	Choose Type
Agent Contract Period:	Contract Start. to Contract Finish.
Agreed App. Target	Insert Number
Total Apps. (to date)	Insert Number
Enrolments (to date)	Insert Number
Quality of Apps.	Click to enter details
Working Relationship	Click to enter details
To be completed by Head of Marketing (or nominee)	

Marketing and Publicity	<p>Does the agent reference Arden University on website or in marketing collateral?</p> <p>Choose an item.</p> <p>If 'yes', please give details:</p> <p>Is the Arden University logo correct?</p> <p>Choose an item.</p> <p>Is the relationship between Arden University and the agent accurately described?</p> <p>Choose an item.</p> <p>Does the agent present correctly present key information on programme structure, fees and dates?</p> <p>Choose an item.</p> <p>Does the agent make any claims to have authority to admit or offer places?</p> <p>Choose an item.</p> <p>Does the agent make any requests for payments from students?</p> <p>Choose an item.</p>
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	Please provide any further comments:
	Does the agent website include any programme information? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please forward to Quality for a detailed review
To be completed by Quality for programme review	
Programme Information	Is programme information on the agent website accurate and up-to-date? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide any further comments:

Recommendation	Choose an item.
Signed by:	Please insert name and title
Review Due Diligence for extensions	<p>Checked on: Date</p> <p>By: Choose an item.</p> <p>Comments: Please provide findings and any action required.</p>

Approved by the Senior Quality Manager	<p>On: Date Period of extension - Choose an item.</p> <p>Finance and Admission updated on: Click or tap to enter a date.</p>
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Reported to Partnership Committee	On: Date
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