

APPLY NOW (Example)

Your Headed Letter: -----(Name of the Institute/Investor & Logo)
----- (Your Business Address)
----- (Your contact details address tel/fax/e-mail)

(Date of the letter)

(Letter to be addressed to the International Education & Training Partnership Ltd. in the UK)

Contents of the Expression letter to include the following:

Expression of Interest for BEC Representation & Partnership Working in -----(country)

I, the undersigned authorised to act on behalf of -----(your institute/business), wish to express interest in becoming a representative for the International Education & Training Partnership Ltd. and the British Education Centre in the area of ----- (choose one or more regions, example name of your city/province) within the ----- (country)

We are prepared to deliver Higher & Further Education up to your required standards and your recommendations in the UK and as well be entered into an agreement between us in the near future.

I understand that in becoming your representative, I must ensure that your initiative is represented in the best way possible and that we do comply with your recommendations for ensuring the best outcome for the students enrolled on any programmes of study within our institutes in the -----(country)

We are particularly interested in commencing work with you from October of this year, by initially promoting your English Language programmes and the BEC Foundation Studies in the first year followed by the National Diplomas and Higher National Diplomas programmes in subsequent years, in the following subject areas:

- 1) Management Studies
- 2) Business & Finance Studies
- 3) Accountancy & Book-Keeping Studies
- 4) Marketing and/or Business-Administration studies
- 5) Information Technology & Communication Studies
- 6) Any other subject areas identified as suitable and appropriate to deliver

We will also work closely with your nominated coordinator/agent(s) in our country to ensure that your standards are fully met and that any interested candidate is initially able to access a placement on your programmes at our institutes and/or will inform you of any student who may wish to continue on higher education, undergraduate or postgraduate programmes in the United Kingdom.

Please arrange for providing us with further details on how we could become your Authorised Representative within our above mentioned region in the -----(country) and the possibility of meeting with a BEC senior manager(s) in the near future, to commence negotiations for completing a Partnership Agreement.

Yours sincerely
(signature)

Your Name

Your title

Company stamp/endorsement of authorisation from the proprietor(s)