

## Summer Work and Travel Agency Questionnaire

Name of agency:

Address:

Telephone:

General E-mail:

Name of owner(s):

Name of founder(s):

Name of director(s):

Name of head of office(s):

Auxiliary offices (continue as needed):

1) name

address

telephone

contact person:

2 ) name

address

telephone

contact person:

1. Services: What services does your agency provide to students (please list)? Does it provide different services to students depending on the fees charged?
2. Fees: What do you charge for services? Are airline tickets included? Is the Consulate fee included?
3. How much of the fee do you refund if a student does not obtain a visa?
4. Do you have someone meet the student at the airport in the US?
5. How do you find an agency in the US with whom to work?
6. Who is your American partner? Please provide web site address.
7. How do you find jobs for the students?
8. Does your agency check on the students after they arrive in the US? Job/housing?
9. What support do you provide if the job and/or housing falls through? Emergency support?
10. How long have you been in business? How many students have you sent?
11. How many students do you project will apply for this coming season? How many of them went to the US during summer 2010?