



**WINDSOR INSTITUTE  
OF COMMERCE**  
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## Agent Review Checklist

- All information in the Course Guide has been discussed by the Agent with applicant
- The Agent reviewed the applicant's application ensuring that all parts have been completed in full. (Check the completed application form with the student to ascertain this)

The Agent informed the applicant of the following information about the course:

- General description of the content
- Qualifications gained on completion
- The duration of the course
- The teaching methods used
- The assessment method used

- The Agent has explained the obligations regarding the 'mandatory' reporting of unsatisfactory attendance and unsatisfactory progress and the possibility of loss of visa.

The Agent gave the applicant a general description of:

- The facilities
- The equipment
- The learning resources
- An itemized list of all fees payable to Windsor Institute of Commerce
- Information about the minimum level of English proficiency required for the course

- The applicant received a copy of his/her application form from the Agent that had been signed and understood.

- The Agent provided the applicant with a copy of the Refund Policy and explained its operation.

- Any other comments about the Agent:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Interviewer: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_