

Application for MEI Membership Site Visit Report

Section 1 - Applicant

With regard to the application for Membership of Marketing English in Ireland of:

Applicant College Name:	
Applicant College Trading Name:	
Location of Site Visit: (Specify which Site)	
Applicant College Primary Contact Name:	
Applicant College Director of Studies Name:	

The information provided on this form will be treated as **confidential** and will be disclosed only to members of the Marketing English in Ireland Board.

Section 2 – Member Institution Representative

Name of person conducting site visit:	
Position:	
Member Institution:	

Section 3

Please answer the following questions in relation to the Applicant College.

Date of site visit:	
Confirmation that an interview with the Primary contact was conducted:	Yes / No
Confirmation that an interview with the Director of Studies was conducted:	Yes / No

Do you, or the Member College which you represent, have any ownership and/or financial affiliation with the Applicant College or any of its employees or associates?	Yes / No
Do you have any other relationship with the Applicant College or its employees or associates which may give rise to a potential conflict of interest?	Yes / No

Please describe your professional association with:
The Applicant College:
Senior Management and Personnel:

Section 4 - Report

Please comment on the suitability of the Applicant College for Marketing English in Ireland Membership.

Areas for consideration during the Site Visit and for the written Report may include, but not be limited to, the following areas:

- Premises
- Management and Personnel
- Curriculum
- Student Body
- Accommodation
- Marketing and Promotion

Section 5 - Conclusion

Do you recommend that the Applicant College be accepted as a member of Marketing English in Ireland?

Yes / No

Please summarise the reasoning behind your recommendation regarding this application for Marketing English in Ireland membership.

Signature:

Date: