**Australian Adelaide**

Please complete this form and send it to:

Post: **Level 1, 135 Pirie Street**

**Adelaide, S.A, 5000 Australia**

Phone: **0061 8 8232 7788**

Email: **info@aaic.edu.au**

Web: **www.aaic.edu.au**

**International College**

**CRICOS Provider Number: 03126F I RTO Number: 40328**

# Agent application Form

# Who Can Apply

To be eligible you must be registered as a business. Agents will be appointed on the merit of the application, referee reports and AAIC target market requirements.

# Benefits to you

As an authorized agent you will receive competitive rates of commission. You will also be supported with marketing material so you can promote AAIC to prospective students.

# Company Details & Background

|  |  |
| --- | --- |
| **Company Name:** | Click here to enter text. |
| **Australian Business Number (ABN)** *(if applicable)* | Click here to enter text. |
| **Australian Migration Agency Number** *(if applicable)* | Click here to enter text. |
| **Business Address in Australia:** *(if applicable)* | Click here to enter text. |
| **Overseas Business Address** *(if applicable)* | Click here to enter text. |
| **Other Branch Location Addresses** *(if applicable)* | Click here to enter text. |
| **Phone :**  | Click here to enter text. |  **Fax:** | Click here to enter text. | **Mobile:**  | Click here to enter text. |
| **E-Mail** | Click here to enter text. | **Web Address:**  | Click here to enter text. |

# Directors and Employees Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel**  | **Director/ Principal**  | **Representative 1**  | **Representative 2**  |
| **Name**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Position**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Qualifications & previous experience:** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Membership of education agent professional bodies:** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Telephone**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **E-Mail**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **No. of Staff employed in** **student recruitment/service:** | Click here to enter text. |
| **Name of these Staff that worked in Australia? Please provide details.** | Click here to enter text. |
| **Name of these Staff that speak/read English well?** | Click here to enter text. |
| **Are any members of the staff affiliated or members of Australian or New Zealand Institutions?** *If yes, please indicate names.* | Click here to enter text. |
| **How do you & your staff keep up-to-date knowledge of ESOS ACT, National Code & Immigration?** | Click here to enter text. |

# Business Background & Agency Performance

|  |  |  |  |
| --- | --- | --- | --- |
| **Years in Business:** | Click here to enter text. | **Years in education industry:**  | Click here to enter text. |
| **Main Line of Business:** | Click here to enter text. |
| **No. of international students recruited for study in last 12 months:**  | Click here to enter text. |
| **No. of Students Recruited for Diploma level study:**  | Click here to enter text. | **No. of Students Recruited for University study:** | Click here to enter text. |
| **Name up to three courses that the majority of your students opt for in VET Sector** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Name up to three destination countries that the majority of your students come from?** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **List the most popular courses you promote now:** | * Click here to enter text.
 |
| **From which countries do you wish to recruit students for AAIC?**  | * Click here to enter text.
 | **Which Australian and/or Overseas institutions do you currently represent?** | * Click here to enter text.
 |
| **Which of your offices are fully resourced student recruitment centres?** *(i.e. phone, fax, computer facilities, areas for speaking with potential students & displaying promotional material)* | Click here to enter text. | Click here to enter text. |
| **What services do you provide to students:** *(Counselling, visa application, placing students to institutions in overseas countries, accommodation arrangement, air ticket, pre- departure orientation, following up while students are in overseas countries)* | Click here to enter text. | Click here to enter text. |

# Agent Fees

|  |  |  |  |
| --- | --- | --- | --- |
| **How much is your student service fee?** *If any* | Click here to enter text. | **Does the above fee include Fee for an Australian Student Visa?** | [ ]  **Yes** [ ]  **No** |
| **Please provide details of any fees you will charge to students in addition to the published AAIC price list** |
| **Name of Fee** | **Explanation**  | **Amount ( AUD$)**  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

# Your Plan for Student Recruitment

|  |  |  |  |
| --- | --- | --- | --- |
| **Projected number of students you plan to recruit for AAIC in next months?** | **3 Months** | **6 Months** | **12 Months** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Which countries do you wish to recruit students for AAIC?** | Click here to enter text. |
| **Which are your target markets? Please describe any strength you have in these markets.** ? (Please provide extra details on a separate sheet if required). | Click here to enter text. |
| **What do you believe is the most effective marketing strategy to use in your area, region or market for recruiting students for AAIC?** (Please provide extra details on a separate sheet if required). | Click here to enter text. |
| **Please provide any other information you consider to be of importance to this application and marketing to students.** *(e.g. Why do you believe students choose your services? Or How does your company differ from other education agencies?)* | Click here to enter text. |

# Reference Check

**Please provide the names of three referees of which two must be from the education sector.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Referee 1**  | **Referee 2**  | **Referee 3**  |
| **Name:**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Position:**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Organization**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **City**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Country** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Telephone**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **E- Mail**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |

# AGENT OBLIGATIONS & AGENT DECLARATION

* I understand that completing this application does not grant my organisation agent status, and that agent status may be granted only after assessment of the application.
* I understand that AAIC collects the agent information to inform the assessing officer and assist in decision making. Only authorized AAIC officials have access to this information & will used in line with AAIC privacy policy. Your personal information will not be disclosed to any other third party without your consent, unless authorized or required by law.
* I understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time.
* If my organization’s application is successful, I agree to and declare that I will:
	+ Adhere to Education Services for Overseas Students (ESOS) Act 2000
	+ Regularly monitor policies and changes to the policies as reported on the DIBP (Department of Immigration & Border Protection) website.
	+ Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Department of Education & Training website.
	+ Adhere to National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant Standards.
	+ Adhere to the Guidelines of Simplified Student Visa Framework (SSVF) and recruit only students that are genuine international student & genuine temporary entrant (GTE).
	+ Ensure that under the student visa guidelines, the prospective students do not apply for a student visa until AAIC issues the student with a CoE. Students applying with a letter of offer rather than a CoE will not be eligible for visa processing and will be assessed according to the student's applicable Assessment Level.
	+ I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories which I have nominated, and understand that I must notify Australian Adelaide International College if any changes occur in the registration status of my agency.
	+ I confirm that the answers and details provided are true and accurate to the best of my knowledge and I authorize you to approach referees to collect any information/details as you may request from time to time.
	+ I comply with Australian Adelaide International College requirements for advertising, application procedures, and providing course material and other information to students.
	+ I use only those materials supplied by Australian Adelaide International College to market AAIC and its courses.

### Name of the Authorised Person: Signature:

### Position: Date: