



**Australian Adelaide**

**International College**

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

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**

## 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

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

<b>Document Name:</b>	Agents Application Form		<b>Created Date:</b>	25 <sup>th</sup> Sept 2011
<b>Document No:</b>	AAIC-F41	<b>Version No:</b>	<b>7.0</b>	<b>Last Modified Date:</b> 30/08/2018
<b>© AAIC</b>				<b>Page Sequence:</b> Page 1 of 6

## DIRECTORS AND EMPLOYEES DETAILS

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

## BUSINESS BACKGROUND & AGENCY PERFORMANCE

<b>Years in Business:</b>	Click here to enter text.	<b>Years in education industry:</b>	Click here to enter text.
<b>Main Line of Business:</b>	Click here to enter text.		
<b>No. of international students recruited for study in last 12 months:</b>	Click here to enter text.		
<b>No. of Students Recruited for Diploma level study:</b>	Click here to enter text.	<b>No. of Students Recruited for University study:</b>	Click here to enter text.
<b>Name up to three courses that the majority of your students opt for in VET Sector</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Name up to three destination countries that the majority of your students come from?</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>List the most popular courses you promote now:</b>	<ul style="list-style-type: none"> <li>• Click here to enter text.</li> </ul>		
<b>From which countries do you wish to recruit students for AAIC?</b>	<ul style="list-style-type: none"> <li>• Click here to enter text.</li> </ul>	<b>Which Australian and/or Overseas institutions do you currently represent?</b>	<ul style="list-style-type: none"> <li>• Click here to enter text.</li> </ul>
<b>Which of your offices are fully resourced student recruitment centres?</b> <i>(i.e. phone, fax, computer facilities, areas for speaking with potential students &amp; displaying promotional material)</i>	Click here to enter text.		Click here to enter text.
<b>What services do you provide to students:</b> <i>(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)</i>	Click here to enter text.		Click here to enter text.

## AGENT FEES

<b>How much is your student service fee? <i>If any</i></b>	Click here to enter text.	<b>Does the above fee include Fee for an Australian Student Visa?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Please provide details of any fees you will charge to students in addition to the published AAIC price list</b>			
<b>Name of Fee</b>	<b>Explanation</b>		<b>Amount ( AUD\$)</b>
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

<b>Projected number of students you plan to recruit for AAIC in next months?</b>	<b>3 Months</b>	<b>6 Months</b>	<b>12 Months</b>
	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Which countries do you wish to recruit students for AAIC?</b>	Click here to enter text.		
<b>Which are your target markets? Please describe any strength you have in these markets. ? (Please provide extra details on a separate sheet if required).</b>	Click here to enter text.		

<i>Document Name:</i>	<i>Agents Application Form</i>	<i>Created Date:</i>	<i>25<sup>th</sup> Sept 2011</i>
<i>Document No:</i>	<i>AAIC-F41</i>	<i>Version No:</i>	<i>7.0</i>
<i>© AAIC</i>		<i>Last Modified Date:</i>	<i>30/08/2018</i>
		<i>Page Sequence:</i>	<i>Page 4 of 6</i>

**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 3
<b>Name:</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Position:</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Organization</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>City</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Country</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Telephone</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>E- Mail</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.

Document Name:	Agents Application Form		Created Date:	25 <sup>th</sup> Sept 2011	
Document No:	AAIC-F41	Version No:	<b>7.0</b>	Last Modified Date:	30/08/2018
© AAIC			Page Sequence:	Page 5 of 6	

## 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 be 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 Department of Home Affairs website <https://www.homeaffairs.gov.au/>
  - 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 Providers of Education and Training to Overseas Students 2018 (National Code 2018).
  - 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 AAIC to approach referees to collect any information/details as College 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:

Document Name:	Agents Application Form		Created Date:	25 <sup>th</sup> Sept 2011	
Document No:	AAIC-F41	Version No:	<b>7.0</b>	Last Modified Date:	30/08/2018
© AAIC			Page Sequence:	Page 6 of 6	