

## Agent Application Form

Completion of this form will enable your company to be considered for representation of ITHEA

### 1. Company Background

Are you applying as an Agent from Australia? i.e The company is registered in Australia?	Y or N	If no, which country?
Legal Entity Name:		
Trading Name:		
ABN (Australian Companies only):		
Physical Address:		
Office Telephone:	Fax:	
Email:	Website:	
Number of years in existence:		
Number of students successfully recruited to Australian educational Institutions over the last three years:		
Existing number of staff:		
Is the company in a sound financial position?		Y or N
Are there any judgments or orders against it, or proceedings, applications for its winding up, dissolution, liquidation, or cessation of its business? If <u>yes</u> in relation to any of these, please supply details:		Y or N

### 2. Attached Documents

Have you attached the following documents?

For Companies registered <b>IN</b> Australia	
<u>Business Profile</u>	Y or N
<u>Australian Business Registration</u>	Y or N
<u>Current Registration as an education agent</u> (ie. QEAC/PIER, if possible)	Y or N

For Companies registered <b>OUTSIDE</b> Australia	
<u>Copy of Business Profile</u>	Y or N
<u>Copy of Business Registration</u> a copy of the overseas registration must be supplied)	Y or N
<u>Certified copy of Current Registration as an education agent</u> (ie. QEAC/PIER or relevant overseas body, if possible)	Y or N

**3. Details of Directors and Employees of your company**

Name:	
Position:	
Background, qualifications and previous experience:	
Name:	
Position:	
Background, qualifications and previous experience:	
Name:	
Position:	
Background, qualifications and previous experience:	
Please list any other Education Providers you have represented or currently represent in Australia or another country:	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

**4. Understanding of and Compliance with ESOS Requirements**

Are you prepared to regularly monitor the Australian Department of Immigration and Border Protection website at <a href="http://www.border.gov.au">www.border.gov.au</a> ?	Y or N
Are you prepared to regularly monitor the Department of Education and Training website at <a href="http://www.education.gov.au">www.education.gov.au</a>	Y or N
Have you read ITHEA's Website and 2010 Student Prospectus, Refund Policy and Terms and Conditions of Enrolment?	Y or N
Have you ever contravened or ever received a penalty in relation to any contravention of the ESOS Act, ESOS Regulations or National Code of Practice?	Y or N
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full-time?	Y or N
Do you understand that you must not make any representations or offer any guarantees about achieving residential status in Australia, but that you can refer students to the Department of Immigration and Border Protection website referred to above?	Y or N
Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students?	Y or N

Are you prepared only to use material supplied by the Institute to describe the Institute and its courses?	Y or N
What do you think are the main responsibilities of Agents?	

**5. Description of Potential Market**

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.	
Please describe the characteristics of your potential market (age, income, educational background, others like industry affiliates, university networks, etc). Please use separate sheets, if necessary.	
Which streams of study do you believe would be of greatest interest to prospective students in your region or area?	
Please outline any support services you can offer to students wishing to avail themselves of your services.	
What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?	
Are you able to conduct or arrange IELTS tests for proficiency in the English language, in accordance with the Australian Migration Regulations, if required?	Y or N

**6. Referees**

Please list the names of referees who can vouch for your track record in the international student program in Australia.

*PLEASE ENSURE THAT YOUR REFEREES HAVE BEEN NOTIFIED THAT WE WILL BE CONTACTING THEM.*

	First reference	Second reference	Third reference
Name of Referee			
Name of Institute and Address			
Telephone No			
Fax No			
Email address			

**7. Proposed Agreement**

Are you prepared to enter into an Agreement with ITHEA Corporation Pty. Ltd. in accordance with the terms of the Attached Sample Agreement?	Y or N
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SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Office use only			
<b><u>Agency registered IN Australia</u></b>		<b><u>Agency registered OUTSIDE Australia</u></b>	
Application Form completed, dated and signed	Y or N	Application Form completed, dated and signed	Y or N
Business Registration Verified	Y or N	Certified Copy of Business Registration attached	Y or N
Business Profile attached	Y or N	Copy of Business Profile attached	Y or N
References Verified	Y or N	References Verified	Y or N
<b>Approved by Marketing Manager</b>	<b>Y or N</b>	<b>Approved by Marketing Manager</b>	<b>Y or N</b>
<b>Date</b>		<b>Date</b>	