

EDUCATION AGENT APPLICATION FORM

COMPANY DETAILS

Registered company name: _____

Is the company registered in Australia?

No

Yes - Australian Business Number (if applicable): _____

Relevant In-country business licences (operation licences and/or recruitment licences) - Please provide details of the licence[s]: _____

Membership of country accrediting body (e.g. AAERI, TIECA, VIECA etc.): _____ Year of establishment: _____

Head Office Details

Unit/Street number:

Suburb: State:

Postcode: Country:

Telephone:

Email:

Facsimile:

Website:

Principal Agent

Title:

Name:

Position title:

Telephone:

Mobile:

Email:

Experience (years) as an Australian Education Agent:

What Countries and Cities Your Company's Office Located In?

1. Country:

Street address:

Contact person:

Telephone:

Email:

2. Country:

Street address:

Contact person:

Telephone:

Email:

3. Country:

Street address:

Contact person:

Telephone:

Email:

4. Country:

Street address:

Contact person:

Telephone:

Email:

STAFF QUALIFICATIONS AND TRAINING

Does your company directly employ staff member/s registered with the office of Migration Agents Registration Authority?

No

Yes - provide details

How many student advisor does your company employ?

REPRESENTATION OF OTHER EDUCATIONAL INSTITUTIONS

Does your company have formal agreements to directly represent other Australian Institutions?

No

Yes - provide 2 examples

1.

2.

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STUDENT SERVICES AND CHARGES

Does your company provide student visa application assistance?

- No
 Yes

Does your company provide travel assistance?

- No
 Yes

BECOMEING AN APPROVED AGENT FOR COLLINS INSTITUTE OF AUSTRALIA

List the marketing channels utilised to recruit students to Australia:

Please list the country(ies) in which you wish to recruit students on behalf of Collins Institute:

REFERENCES (preferably from Australian educational Institutes - minimum two to be provided)

Institution:

Title:

Name:

Position title:

Telephone:

Mobile:

Email:

Institution:

Title:

Name:

Position title:

Telephone:

Mobile:

Email:

SUPPORTING DOCUMENTATION CHECKLIST

- Relevant in-country business licences (operation and/or recruitment licences)
- Certificate of accrediting body membership (i.e. AAERI, VIECA, TIECA)
- Certificate of Registration with the office of Migration Agents Registration Authority
- Other Australian universities your company directly has a formal agreement with to recruit students
- Institution in other countries your company directly has a formal agreement with to recruit students
- Branch office details (street address, telephone, facsimile, email)
- Franchise office details (street address, telephone, facsimile, email)
- Sub-agent office details (sub agent name, street address, telephone, facsimile, email, website)
- Your company's Annual Marketing
- Your company's specific Marketing Plan for recruitment of students to Collins Institute and its Associations.
- Sample of current marketing materials
- Refund Policy

PERSON COMPLETING THIS FORM

Name:

Position title:

Signature:

Date:

I declare the above information to be true and correct and in line with requirements of Collins Institute and relevant legislation.

Collins Institute reserves the right to accept or assess any applications without receiving the completed application form and requested supporting documentations outlined above.

By submitting this application and required supporting documentation your company is bound by your statements. False or misleading responses will result in immediate disqualification of your application and subsequent termination of an agreement where issued. Collins Institute will not accept applications from your company in future. Collins Institute also reserves the right, before signing any contract to make enquiries in relation to your application from the Australian Department of Immigration and Citizenship, other institutions and any relevant Government licensing bodies in your country.