

INTERNATIONAL EDUCATION AGENT APPLICATION FORM

Please complete this form to apply to become an authorised agent for RIC for the purpose of recruiting students to study at the College.

Your Agency Details	
What is type of business is your agency?	
a sole proprietor ▶	Name of proprietor:
or a partnership ▶	Name of partners:
or an incorporated company ▶	Registered company name:
<hr/> Trading name (if applicable): <hr/> Number of directors: <hr/> Name of directors: <hr/> Place of registration: <hr/> Date of registration: Expiry date: <hr/> Australian Business Number (ABN): (or equivalent registration number) <hr/> MARA no.: QEAC no.:	
Your Correspondence Details	
Street address:	Country:
Postal address:	Country:
Telephone:	Fax:
Email:	
Website:	
Your Main Contact Details	
Name of Chief Executive Officer/ Director:	Mr Mrs Miss Ms Dr
Given names:	Surname:
Name of your main contact officer:	Mr Mrs Miss/ Ms Dr
Given names:	Surname:

Direct telephone:	Mobile:
Fax:	Email:

Your Business Profile

How many offices / representative offices do you have & where are they located?

Are you a member of any agent association or professional industry body? Yes No

Name of the industry body (e.g. Education Agent Association)	Years of membership

Which courses are your clients most interested in? (Please tick relevant boxes)

General English University Foundation Undergraduate
 Academic English Vocational Education Postgraduate
 Other:

Which Australian education institutions do you currently represent?

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

Which education institutions do you represent for countries other than Australia?

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

If appointed as an Agent for RTO Australia, how many students will you aim to recruit in the first year?	
State briefly how you plan to recruit students to the courses offered by RTO Australia?	
Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?	
How many year experience you have in Australian education Sector?	
Are you member of PIER? (Please send me the certificate copy)	
A comprehensive marketing plan including strategies to be employed to ensure students recruited by the agent are genuine and meet entry and financial requirements	
Your References	
Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.	
Referee1	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	
Referee 2	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	

Referee 3	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	

Declaration by the Agent	
<p>I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise RIC to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with RIC in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR.</p>	
Authorised Signature:	Date:
Name of the Officer :	Position:

Application Checklist
<p>Application form completed and signed Evidence of business registration attached Completed and signed Agent Agreement attached</p>

Return completed application to:
<p>Email:</p> <p>Fax: +61</p> <p>Post:</p>

Office use only:			
Referees checked by:	Agency approved:	Yes No	Date:
Approved by:	Agreement signed:	Yes No	Agent Code:
Comments:			