

Agent Application Form



IIBIT
Education Group

COMPANY DETAILS

Registered Company Name:

Is the Company Registered in Australian 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

Address:
 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 offices located in

Country: Street Address:

Contact Person Telephone: Email:

Country: Street Address:

Contact Person Telephone: Email:

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?
Yes (provide details) No:

How many counsellors does your company employ? Have your company's employees completed any of the following training programs?
 AEI Education Agent Training Course (EATC) – PIER Online ISANA National Code Tutorial

STUDENT SERVICES AND CHARGES

Does your company provide student visa application assistance?
Yes: No:

Does your company provide travel assistance?
Yes: No:

REPRESENTATION OF OTHER EDUCATIONAL INSTITUTIONS

Does your company have formal agreements to directly represent other Australian institutions?
Yes: Provide details No:

RECRUITMENT OF STUDENTS

Provide a sample of your company's current marketing materials:
Yes: attach details
No: (provide reasons why)

Does your company produce an annual marketing plan?
Yes: attach details
No: (provide reasons why)

Has your company completed a marketing plan specific to recruitment of students to IIBIT and its Associations?
Yes: attach details
No: (provide reasons why)

BECOMING AN APPROVED AGENT FOR FEDERATION UNIVERSITY 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 IIBIT.

Provide three reasons for wanting to become an approved agent of Federation University Australia:

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

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

We appreciate you taking the time to complete this form. Please return it via email to:

Admissions and Marketing Department
International Institute of Business and Information Technology (IIBIT)
Ground Floor, 841 George Street,
Sydney, NSW- 2000 Australia
Tel: 61 2 9269 0077
Fax: 61 2 9269 0097
Email: admissions@iibit.edu.au

IIBIT 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. IIBIT will not accept applications from your company in future. IIBIT 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.