



AGENT APPLICATION FORM

Apex Institute of Education Pty Ltd trading as Apex Institute of Education
ABN 38 130 193 207 RTO Provider Code – 91606 CRICOS Provider Code – 03156M

If you would like to become an authorised student recruitment agency for APEX Institute, please complete this agent application form and submit it to APEX Institute with relevant supporting documentation.

Submit via Email:

Complete the form, save it to your computer and attach it to an email addressed to marketing@apexaustralia.edu.au

Submit via Mail:

Complete the form, print it and post it to either of our offices:

Marketing Manager

Level 3, 22-26 Goulburn Street

Sydney NSW 2000

Australia

Marketing Manager

2 Sorrell Street

Parramatta NSW 2150

Australia

Submit via Fax:

Complete the form, print it and fax it to our Sydney Office at (02) 8007 6260.

COMPANY INFORMATION

REGISTERED BUSINESS NAME

AUSTRALIAN BUSINESS NUMBER
(if applicable)

MIGRATION AGENT REGISTRATION
AUTHORITY NUMBER (if applicable)

BUSINESS ADDRESS

OTHER LOCATIONS
(if applicable)

TELEPHONE

FAX

EMAIL

WEBSITE



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CONTACT PERSON INFORMATION

TITLE

FULL NAME

POSITION/JOB TITLE

MOBILE
(Please include area codes
and/or extensions)

TELEPHONE

FAX

EMAIL

WEBSITE

ADDITIONAL AGENT INFORMATION

Years in Business

Years in
Education Industry

Name of Director(s)

No. of international students
recruited in 2015

Which countries do you
send students to study?

No. of students recruited for Advanced
Diploma level of study in 2015

No. of students recruited
for University study

From which countries do you currently/
plan to recruit students from?

List the most popular courses you
currently promote



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ADDITIONAL AGENT INFORMATION

What is the projected number of students you plan to send to Australia in the next 6 months?

Which Australian and/or overseas institutions do you represent?

Are you a member of an agents association in your country or Australia?

Have you completed the ISANA National Code 2007 Tutorial?

Are you a Qualified Education Agent Counsellors (QEAC) certified agent?

Has your agency ever had its agreement with any provider terminated?

How much is your student service fee?

Does the fee include fee for an Australian Student Visa?

REFERENCES

Please provide references of two institutions you are currently representing, including at least one Australian institution.

NAME OF INSTITUTION

POSITION

CONTACT PERSON

EMAIL

MOBILE/TEL

NAME OF INSTITUTION

POSITION

CONTACT PERSON

EMAIL

MOBILE/TEL

SUPPORTING DOCUMENTATION

In addition to the form above, please also submit the following supporting documentation. If you are unable to submit any of the following, please include a note in your email/post package/fax.

- Evidence of business structure (business plan)
- Evidence of accreditation, membership details of professional associations
- Evidence of education qualifications and/or professional development activities
- Evidence of completion of the ISANA National Code 2007 tutorial
- Evidence of QEAC certification

Please note that if you are an agent from India or Pakistan you must be a member of the relevant organisations before AIE can accept your application. India - Association of Australian Education Representatives in India. Pakistan - Association of Professional Education Consultants of Pakistan

EDUCATION AGENT CODE OF CONDUCT

Standard 4 of the National Code 2007 outlines the requirements and responsibilities for CRICOS providers who engage education agents to recruit overseas students. The purpose of this code is to set minimum standards for all our authorised education agents to maintain professionalism and deal with prospective overseas students with honesty and integrity so that their (the prospective overseas students) interests and rights are protected Agents in this code refers to all employees of the agency and their sub agents and contractors.

This code has been developed by referring to the following sources

- The National Code 2007 Standard 4
- Australian Education International (AEI) Using Education Agents - A guide for providers of education and training to overseas students (July 2009)
- International Education Management – A best practice guide for the Queensland VET sector (July 2009)

We expect our education agents work with overseas students professionally and in an ethical manner. AIE expects its education agents to comply with this code of conduct and if any serious breaches to this code found, AIE will implement appropriate disciplinary action to the extent of terminating agent agreement

Agent Responsibilities

- Agents act with honesty and integrity in all their dealings with the prospective students and AIE and market and promote our courses in way that college reputation and in general the industry reputation is protected
- Agents demonstrate knowledge and understanding of the requirements of the ESOS Act 2000 an National Code 2007 and take steps to ensure that their staff and sub agents are properly trained in this area
- Agents ensure that they provide all relevant information regarding the courses and college to ensure that students make an informed decision
- Agents do not knowingly recruit students where there is conflict with the Standard 7 requirement
- Agents do not false or misleading information about AIE, its courses, its association with other providers, possible migration outcomes and employment outcomes
- Agents provide up-to-date information to all prospective students
- Agents follow AIE's Access and Equity policy and principles during student recruitment
- Agents safeguard the personal and sensitive information provided by the prospective students



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APEX Institute of Education Responsibilities

- APEX Institute agrees to provide current, accurate marketing materials prior to students being enrolled
- APEX Institute agrees to market its courses with absolute integrity and professionalism
- APEX Institute agrees to provide services to its students as per enrolment agreement
- APEX Institute will maintain regular contact with the agent to keep them up to date

I agree to be bound by this Code of Conduct and the National Code 2007 requirements. Failure to follow the Education Agent Code of Conduct may lead to the Education Agents Agreement being terminated.

Applicant Name

Position

Signature
(hard-copy form only)

Date

OFFICE USE ONLY

Date Application Received

All Details Provided

Complete Reference Checks
(Include detail about results)

Assessment of Agent
Recommended

Signature of Student Admissions
Officer

Date

Signature of Marketing Manager

Date

Reasons for Decision