A. BUSINESS DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BUSINESS NAME | | | | | |
|  | | | | | |
| BUSINESS ADDRESS | | | | | |
| FLAT/UNIT NUMBER | | STREET/LOT NUMBER | | | STREET NAME |
| SUBURB/CITY | | | STATE/REGION | | |
| COUNTRY | | | POSTCODE | | |
| POSTAL ADDRESS | | | | | |
| FLAT/UNIT NUMBER | | STREET/LOT NUMBER | | | STREET NAME |
| SUBURB/CITY | | | STATE/REGION | | |
| COUNTRY | | | POSTCODE | | |
| CONTACT PERSON | | | | | |
| TITLE  🞎 MR 🞎 MRS 🞎 MS 🞎 DR | GIVEN NAME | | | FAMILY NAME | |
| TELEPHONE | | | MOBILE | | |
| EMAIL | | | WEBSITE | | |

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| --- |
| **Please attach translated and certified copies of your business registration certificate(s).** |

B. BUSINESS BACKGROUND

|  |  |
| --- | --- |
| DESCRIPTION OF CORE BUSINESS | |
| NUMBER OF YEARS IN BUSINESS | EXISTING NUMBER OF STAFF |

B. BUSINESS BACKGROUND (CONT.)

|  |  |
| --- | --- |
| IS YOUR OFFICE INVOLVED WITH ANY OTHER BUSINESS? 🞎 YES 🞎 NO  (If YES, please outline the relationships) | |
| HOW MANY INTERNATIONAL STUDENTS DO YOU RECRUIT FOR STUDY EACH YEAR? | |
| TO WHICH COUNTRIES DO YOU SEND MOST STUDENTS FOR STUDY? | |
| TO WHICH AUSTRALIAN SCHOOLS OR INSTITUTIONS DO YOU REFER STUDENTS? | |
| WHICH AUSTRALIAN SCHOOLS OR INSTITUTIONS DO YOU REPRESENT? | |
| ARE YOU A MEMBER OF YOUR NATIONAL ASSOCIATION OR ORGANISATION FOR PLACEMENT OF STUDENTS OVERSEAS? 🞎 YES 🞎 NO  (If YES, which one and please provide proof of membership) | |
| Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?  If yes, do you ensure such sub-agents and/or individuals are aware of and comply with recruitment obligations under the ESOS Act (<https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>)?  Are you prepared to provide the details of any such sub-agents or individuals to Alana Kaye College if agency agreement is executed? | 🞎 YES 🞎 NO  🞎 YES 🞎 NO  🞎 YES 🞎 NO |
| WHICH SERVICES DO YOU PROVIDE TO STUDENTS? (Please tick the appropriate boxes)  🞎 Student counselling 🞎 Follow up with parents 🞎 Collecting fees 🞎 English testing  🞎 Pre-departure briefing 🞎 Visa application 🞎 Home stay/guardianship  🞎 Other (please specify below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

C. STAFF BACKGROUND

|  |  |
| --- | --- |
| DETAILS OF KEY DIRECTORS AND EMPLOYEES OF REPRESENTATIVE/AGENT | |
| FULL NAME | BACKGROUND QUALIFICATIONS AND EXPERIENCE |
| POSITION |
| FULL NAME | BACKGROUND QUALIFICATIONS AND EXPERIENCE |
| POSITION |
| FULL NAME | BACKGROUND QUALIFICATIONS AND EXPERIENCE |
| POSITION |
| FULL NAME | BACKGROUND QUALIFICATIONS AND EXPERIENCE |
| POSITION |
| FULL NAME | BACKGROUND QUALIFICATIONS AND EXPERIENCE |
| POSITION |
| HAVE ANY OF THESE STAFF STUDIED OR WORKED IN AUSTRALIA? 🞎 YES 🞎 NO  (If yes, please provide details) | |
| HAVE ANY OF YOUR COUNSELORS EVER VISITED AUSTRALIA? 🞎 YES 🞎 NO  (If yes, please list which cities) | |

D. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

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| --- | --- |
| Are you prepared to regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website ([www.immi.gov.au](http://www.immi.gov.au))? | 🞎 YES 🞎 NO |
| Are you prepared to regularly monitor the Australian Department of Education (DOE) <https://education.gov.au> and Australian Education International websites (AEI) <https://education.gov.au>? | 🞎 YES 🞎 NO |
| Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students? | 🞎 YES 🞎 NO |
| Have you undertaken the Pieronline Qualified Education Agent Training Course?  If No, are you prepared to? | 🞎 YES 🞎 NO  🞎 YES 🞎 NO |
| PLEASE LIST THE MAIN RESPONSIBILITIES OF AGENTS UNDER THE NATIONAL CODE | |
| HOW WILL/DO YOU COMPLY WITH THESE OBLIGATIONS? | |
| Do you ensure that students coming to Australia on a student visa have a primary purpose of studying and notify them that they must study full time? | 🞎 YES 🞎 NO |
| Do you understand that you must not make any guarantees about achieving residential status in Australia, and that you can refer students to the DIBP for further information on this issue? | 🞎 YES 🞎 NO |
| Are you prepared to comply with all requirements of Alana Kaye College, with relation to advertising and course material, application procedures and providing information to students? | 🞎 YES 🞎 NO |
| Are you prepared to only use material supplied by Alana Kaye College to describe Alana Kaye College and its courses? | 🞎 YES 🞎 NO |

E. DESCRIPTION OF POTENTIAL MARKETS

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| --- |
| 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, university networks, etc.) |
| WHICH SUBJECT AREA(S) DO YOU BELIEVE WOULD BE OF INTEREST TO PROSPECTIVE STUDENTS IN YOUR REGION OR AREA? |

F. PROPOSAL

|  |
| --- |
| PLEASE OUTLINE THE SUPPORT SERVICES YOU CAN OFFER TO STUDENTS. |
| WHAT DO YOU BELIEVE IS THE MOST EFFECTIVE MARKETING STRATEGY TO APPLY IN YOUR PARTICULAR AREA, REGION OR MARKET? |
| WHAT IS THE MOST SUITABLE TIME OF THE YEAR TO CONDUCT A MARKETING TRIP TO YOUR REGION, OR A VISIT TO YOUR OFFICE FOR THE PURPOSE OF RECRUITING STUDENTS? |
| PLEASE INDICATE WHICH PARTS OF OUR ORGANISATION YOU WOULD LIKE TO PROMOTE THROUGH YOUR BUSINESS. |

G. REFEREES

|  |  |
| --- | --- |
| PLEASE INDICATE TWO REFEREES FROM AUSTRALIAN EDUCATIONAL INSTITUTIONS WE CAN CONTACT WHERE YOU HAVE ENROLLED STUDENTS OR WITH WHOM YOU HAVE AN AGREEMENT TO SUPPLY STUDENTS | |
| REFEREE 1 | REFEREE 2 |
| NAME | NAME |
| INSTITUTE | INSTITUTE |
| ADDRESS | ADDRESS |
| PHONE | PHONE |
| EMAIL | EMAIL |

H. SUPPORTING STATEMENT

|  |
| --- |
| PLEASE PROVIDE BELOW ANY OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION. |

I. ACKNOWLEDGEMENT

|  |  |
| --- | --- |
| I/we acknowledge that we do not consider submission of this application form as an appointment to act as an agent of Alana Kaye College. Subject to the successful assessment of this application by Alana Kaye College, I/we are prepared to enter into an engagement agreement with Alana Kaye College: | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME AND COMPANY NAME | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POSITION |

J. REFEREE CHECK – OFFICE USE ONLY

|  |  |
| --- | --- |
| **REFEREE 1**  🞎 EMAIL FROM REFERENCE (ATTACHED)  🞎 PHONE CALL TO REFEREE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 PHONE CALL OUTCOME:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **REFEREE 2**  🞎 EMAIL FROM REFERENCE (ATTACHED)  🞎 PHONE CALL TO REFEREE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 PHONE CALL OUTCOME:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |