



International Institute of Training Pty Ltd

Agent Application Form

Legal name

Trading name

Physical address

.....

Australian Company Number (ACN) (if applicable):

Australian Business Number (ABN) (if applicable):

Australian Migration Agency Number (if applicable):

Postal address

.....

Telephone Fax email

Website:

BUSINESS BACKGROUND

How long have you been in business?

Number of international students recruited for study in Australia each year:

List of other institutions you are currently representing in Australia:

.....

.....

List of countries you operate from:

.....

.....

List the courses you promote to enrol students into:

.....

.....

Names of agent's staff involved in recruiting students

.....

.....



International Institute of Training Pty Ltd

Services provided to students (Please check in appropriate box)

Student counselling Pre-departure briefing

Visa Application Follow up with parents

Other services (Please Specify):

Do you charge students additional fees for the above services? Yes No

How do you promote international education and how will you promote International Institute of Training?

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.....
.....

Referees

Please indicate two referees from Australian educational institutions that you represent (one mandatory)

Reference 1

Organisation Name:

Contact Person:

Position:

Address:

.....
.....
.....

Telephone..... Fax..... email

Reference 2

Organisation Name:

Contact Person:

Position:

Address:

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.....
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Telephone..... Fax..... email



International Institute of Training Pty Ltd

As our authorised agent, we are responsible for your actions in marketing our courses and therefore we expect you to market them with integrity and accuracy as outlined in the National Code 2018 (National Code of Practice for Providers of Education and Training to Overseas Students 2018) and ESOS (Education Services for Overseas Students Act) 2000. Please confirm that you have read and understood this Act.

Yes, I confirm that I have read and understand this act.

Name of agent.....

Agents signature..... Date.....

Required attachments (for RTO office use only)

| Item | Supplied | Verified | Approved by RTO CEO |
|-----------------------------------|----------|----------|---------------------|
| Evidence of business registration | | | |
| Accountants or lawyers' reference | | | |
| Character references | | | |
| Completed agent's agreement | | | |