

SPICE TELECOM AUSTRALIA PTY LTD

*Trading as Technical Institute of Victoria*

*Mezzanine Level, 278 Flinders Lane, Melbourne, Victoria 3000*

*Telephone number +61 3 9654 2183*



Agent Application Form

## AGENT APPLICATION FORM

For consideration to be appointed as a certified education agent of Technical Institute of Victoria (TIV) and to assist in the selection process, please complete this form and return it by email to: [info@techinstitute.vic.edu.au](mailto:info@techinstitute.vic.edu.au) or to the Chief Executive Officer [rajesh@techinstitute.vic.edu.au](mailto:rajesh@techinstitute.vic.edu.au).

Note: Completion of this application form will not make you an agent of TIV, but will enable the Institute to consider appointing you as such.

Company/Business Name: \_\_\_\_\_

\_\_\_\_\_

Trading Name (if different): \_\_\_\_\_

\_\_\_\_\_

Company Registration Number / Australian Business Number (ABN):

\_\_\_\_\_

Company/Business Street Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company/Business Postal Address: \_\_\_\_\_

\_\_\_\_\_

Name of Registered Owner/Principal: \_\_\_\_\_

Name of Chief Executive Officer (if different): \_\_\_\_\_

MARA / QEAC Number : \_\_\_\_\_ Email Address : \_\_\_\_\_

Landline Number : \_\_\_\_\_ Mobile Number : \_\_\_\_\_

### Company information:

How long has your company been in existence? \_\_\_\_\_

Branches: \_\_\_\_\_

# AGENT APPLICATION FORM

Description of your major business activities:

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Agents employed (if applicable attach full details):

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Services provided to students:

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Number of students sent abroad per year:

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Countries students sent from:

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Institutions represented:

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Services provided to institutions:

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Please explain your plans for recruiting students to TIV

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What professional associations are you a member of? \*

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Number of students you estimate to recruit for TIV over the next 12 months: \_\_\_\_\_

Have you ever had a previous agreement with TIV?      Yes                  No

## AGENT APPLICATION FORM

Please provide us with a sample or your organisation's promotional materials and advertisements (English and any other applicable languages)  
- attach the documents (if you have).

Please attach the following to your application \*

- Business Registration Certificate
- Copy of your company profile
- Samples of marketing material distributed by your agency
- Copy of Register of Company
- Copy of Register of Directors
- Copies of Key Directors and Employees Qualifications

**PLEASE PROVIDE CONTACT DETAILS OF TWO REFEREES** (Preferably Australian Education Providers or alternatively, business referees):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Organisation: \_\_\_\_\_ Organisation: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

## AGENT APPLICATION FORM

PLEASE READ THE FOLLOWING CAREFULLY:

- I/ We understand that submitting this 'Agent Application Form' to Technical Institute of Victoria (TIV), does not grant or guarantee registration as an agent for recruiting international students. TIV reserves the right to cease all business dealings with me / us if we mislead prospective students or misrepresent TIV as authorised agents or representatives of TIV.
- I/We prepared to enter into an agreement with TIV
- All the information provided above is true and accurate.
- I am interested in representing TIV as an education agent and I agree to do so in an honest and professional manner as per the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_