

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 or to the marketing Officer Marketing@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 Name: _____

Trading Name: _____

Contact Person: _____ Position: _____

Australian Company Number (ACN) (if applicable): _____

Australian Business Number (ABN) (if applicable): _____

Australian Migration Agency Number (if applicable): _____

Address: _____

Phone: _____ Fax: _____ Mobile: _____

E-mail: _____

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:

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List the courses you promote enrol students into:

List of countries you operate from:

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 TIV?

Please attach the following to your application *

- Business Registration Certificate
- Copy of company profile
- Samples of marketing material distributed by your agency*
- Copy of Registration of Company
- Copies of MARA/PIER Certificates

Note: * Where relevant

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REFEREES

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

Reference 1

Organization Name: _____

Contact Person: _____ Position: _____

Address: _____

Telephone: _____ Fax _____

Email _____

Reference 2

Organization Name: _____

Contact Person: _____ Position: _____

Address: _____

Telephone: _____ Fax _____

Email _____

- 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 of Practice 2018 (For Registration Authorities and Providers of Education and Training to Overseas Students) and ESOS (Education Services for Overseas Students Act) 2000. Please confirm that you have read and understood this Act.
- 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.
- All the information provided above is true and accurate.

Name of Applicant: _____

Signatures: _____ Date _____