

Company Details

Registered company name (including affixes if applicable and legal entity):

Australian Business Number (if applicable):

Relevant in-country business licences (operation licences and/or recruitment licences): (Please provide details of the licence[s])

Membership of country accrediting body (e.g. AAERI, TIECA, VIECA etc.):

Year of establishment:

Head Office Details

Street Address:

Telephone:

Facsimile:

Email:

Website:

Principal Agent

Name:

Position Title:

Email:

Telephone:

Tertiary qualification(s):

Australian qualification(s):

Experience (years) as an Australian Education:

 Criminal record: Yes No

 Bankruptcy: Yes No

Office Locations and Facilities

What type of offices does your company have and how many?

 Branch offices How many?
 Franchise offices How many?
 Sub-agent offices How many?

What countries and cities are your company's offices located in?

(or provide separate list)

Are applications handled by your company's:

 Head Office (centralised)

 Individual Office (decentralised)

What office facilities does your company have?

 Seminar room Yes No

 Computer/Internet access Yes No

 Teleconferencing facilities Yes No

 Videoconferencing facilities Yes No

Staff Qualifications and Training

 Does your company directly employ staff member/s registered with the office of Migration Agents Registration Authority (MARA)? Yes No

MARA Director Name:

Number:

Have your company's employees completed any of the following training programs?

 AEI Education Agent Training Course (EATC) – PIER Online

 ISANA National Code Tutorial

How many counsellors does your company employ?

How many Australian alumni counselling staff does your company employ?

Agent Application Form

Student Services and Charges

Does your company provide student visa application assistance?

Yes No

Does your company provide travel assistance?

Yes No

What fees does your company charge students for?

Does your company have a Refund Policy?

Yes (please attach) No

Representation of other Educational Institutions

Does your company have formal agreements to represent other Australian institutions? Yes (please details) No

Does your company have formal agreements to directly represent institution located in countries other than Australia?

Yes (please details) No

Recruitment of Students

Provide a sample of your company's current marketing materials: Yes No (provide reasons why)

List the marketing channels your company utilises to recruit students to Australia:

Does your company work directly with local secondary schools?:

Yes (please details) No

Does your company produce an annual marketing plan?

Yes (please attach) No (provide details)

Does your company work directly with local tertiary institutions?

Yes (please details) No

Has your company completed a marketing plan specific to recruitment of students to Federation University Australia campuses?

Yes (please attach) No (provide reasons why)

Becoming an Approved Agent for Federation University Australia

Please list the country(ies) in which you wish to recruit students on behalf of Federation University Australia:

Provide three reasons for wanting to become an approved agent of Federation University Australia:

1.

2.

3.

Agent Application Form

References *(preferably from Australian education institutes – minimum three to be provided)*

Institution	<input type="text"/>	Institution	<input type="text"/>	Institution	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>	Name	<input type="text"/>
Title	<input type="text"/>	Title	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>	Email	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>	Telephone	<input type="text"/>

Supporting Document Checklist *(please provide copies with this application)*

- o Relevant in-country business licences (operation and/or recruitment licences)
- o Certificate of accrediting body membership (i.e. AAERI, VIECA, TIECA)
- o Branch office details (street address, telephone, facsimile, email) Franchise office details (street address, telephone, facsimile, email)
- o Sub-agent office details (sub agent name, street address, telephone, facsimile, email, website)
- o Certificate of Registration with the office of Migration Agents Registration Authority
- o Refund Policy
- o Other Australian universities your company directly has a formal agreement with to recruit students
- o Institution in other countries your company directly has a formal agreement with to recruit students
- o Sample of current marketing materials
- o Local secondary schools your company directly works with to recruit students from
- o Local tertiary institutes your company directly works with to recruit students from
- o Your company's Annual Marketing Plan Your company's specific Marketing Plan for recruitment of students to Federation University Australia

Name: Position:

Office Address:

Signature: Date:

I declare the above information to be true and correct and in line with requirements of Federation University Australia and relevant legislation.

We appreciate you taking the time to complete this form. Please return it via email to: Email: internationalmarketing@federation.edu.au

Tel: +61 3 5327 9173 Web: Federation.edu.au/international

The university reserves the right to accept or assess any applications without receiving the completed application form and requested supporting documentation as outlined above. By submitting this application and required supporting documentation your company is bound by your statements. False or misleading responses will result in immediate disqualification of your application and subsequent termination of an agreement where issued. The University will not accept applications from your company in future. The University also reserves the right, before signing any contract to make enquiries in relation to your application from the Australian Department of Immigration and Citizenship, other institutions and any relevant Government licensing bodies in your country.