

INTERNATIONAL EDUCATION AGENT APPLICATION



Please complete this form to apply to become an authorised agent for **Oakhill Education Group Australia Pty Ltd trading as Royal Gurkhas Institute of Technology (RGIT) Australia** for the purpose of recruiting students to study at the institute.

Your Agency Details

What is type of business is your agency?	
<input type="checkbox"/> a sole proprietor	▶ Name of proprietor:
or <input type="checkbox"/> a partnership	▶ Name of partners:
or <input type="checkbox"/> an incorporated company	▶ Registered company name:
	Trading name (if applicable):
	Number of directors:
	Name of directors:
	Place of registration:
Date of registration:	Expiry date:
Australian Business Number (ABN): (or equivalent registration number)	
MARA no.:	QEAC no.:

Your Correspondence Details

Street address:	Country:
Postal address:	Country:
Telephone:	Fax:
Email:	
Website:	

Your Main Contact Details

Name of Chief Executive Officer/ Director:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Given names:	Surname:
Name of your main contact officer:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss/ <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Given names:	Surname:
Direct telephone:	Mobile:
Fax:	Email:

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Your Business Profile

How many offices / representative offices do you have & where are they located?

Are you a member of any agent association or professional industry body? Yes No

Name of the industry body (eg Education Agent Association)	Years of membership

Which courses are your clients most interested in? (Please tick relevant boxes)

General English University Foundation Undergraduate
 Academic English Vocational Education Postgraduate

Other:

Which Australian education institutions do you currently represent?

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

Which education institutions do you represent for countries other than Australia?

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

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If appointed as an Agent for RGIT Australia, how many students will you aim to recruit in the first year?

State briefly how you plan to recruit students to the courses offered by RGIT Australia?

Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?

How many year experience you have in Australian education Sector?

Are you member of PIER? (Please send me the certificate copy)

Are you member of AAERI (India) or ECAN (Nepal)?
(Please send me the certificate copy)

A comprehensive marketing plan including strategies to be employed to ensure students recruited by the agent are genuine and meet entry and financial requirements

Your References

Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.

Referee1

Name:

Company :

Position:

Address:

Phone:

Email:

Referee 2

Name:

Company:

Position:

Address:

Phone:

Email:

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Referee 3	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	

Declaration by the Agent	
I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Oakhill Education Group Australia Pty Ltd to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Oakhill Education Group Australia Pty Ltd in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR.	
Authorised Signature:	Date:
Name of the Officer :	Position:

Application Checklist
<input type="checkbox"/> Application form completed and signed
<input type="checkbox"/> Evidence of business registration attached
<input type="checkbox"/> Completed and signed Agent Agreement attached

Return completed application to:
Email: marketing@rgit.edu.au
Fax: +61 3 8639 9000
Post: GPO Box 5466, Melbourne VIC 3000, AUSTRALIA

Office use only:		
Referees checked by:	Agency approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approved by:	Agreement signed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Agent Code:
Comments:		