

# Renewing Agents Details Form

Please complete this form so we may update our records.

Your Correspondence Details	
Agency Name:	
Trading As:	
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:

Your Business Profile		
<b>How many offices / representative offices do you have &amp; where are they located?</b>		
Are you a member of any agent association or professional industry body eg QEAC? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of the industry body (eg Education Agent Association)	Years of membership	
<b>Which courses are your clients most interested in? (Please tick relevant boxes)</b>		
<input type="checkbox"/> General English	<input type="checkbox"/> University Foundation	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> Academic English	<input type="checkbox"/> Vocational Education	<input type="checkbox"/> Postgraduate
Other:		

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<i>Which Australian education institutions do you currently represent?</i>		
<i>Name of Institution</i>	<i>How many years have you represented this Institution?</i>	<i>Total number of students recruited to this Institution?</i>
<i>Which education institutions do you represent for countries other than Australia?</i>		
<i>Name of Institution</i>	<i>How many years have you represented this Institution?</i>	<i>Total number of students recruited to this Institution?</i>
<i>As an Agent for RGIT Australia, how many students will you aim to recruit in the next year?</i>		
<i>State briefly how you plan to recruit students to the courses offered by RGIT Australia? Please include details of any advertising you plan to undertake.</i>		

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## Working Together

*Please detail the services you provide to Institutions. Please include any services offered by other offices of your organisation.*


*Please provide details of any educational promotions (expos, interview days etc) that you participate in. Please indicate which of these events RGIT Australia may also be able to participate in, as an attendee and/or sponsor. (attach additional sheet if necessary)*

<b>Event</b> (eg Education Expo) Please include Date of event:	<b>Opportunity for RGIT Australia</b> (if applicable)

*Please advise names and contact details of all student advisors currently employed by your organisation. (attach additional sheet if necessary)*

<b>Name of Student Advisor</b>	<b>Job title/Office location</b>	<b>Direct Email address</b>

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## Return completed application to:

**Email:** [marketing@rgit.edu.au](mailto:marketing@rgit.edu.au)

**Fax:** +61 3 9650 2020

**Post:** GPO Box 5466, Melbourne VIC 3000, AUSTRALIA