

EXPRESSION OF INTEREST (EOI) TO REPRESENT KENVALE COLLEGE ONSHORE/OFFSHORE

SECTION 1: AGENT COMPANY DETAILS

Company Legal Name				
Company Trading Name				
Business registration number <i>(please provide a certified copy)</i>				
ABN <i>(for onshore agents only)</i>				
Date of registration		Expiry date		
Street address				
Postal address				
Telephone		Fax	()	
Email		Website		
Name of contact person authorised to sign legal documents (e.g. Managing Director, CEO)		Title (Mr/Mrs/Ms)		
		Given name		
		Family name		
		Position title		
		Email		
		Telephone		
Name of contact officer		Email		
Title (Mr/Mrs/Ms)				
Position title		Telephone		
Please list any offshore offices within your business, indicating city and country. If necessary, please attach a separate page.				
If you operate with sub-agents and/or partner organisations please list them as well indicating city and country. If necessary, please attach a separate page.				

SECTION 2: EDUCATION AGENT BUSINESS BACKGROUND:

1) Company Type:

Number of years in business as an education agent (if just commenced, please provide a business plan)	
What is the structure of your business? (i.e. type of company)	

2) The main purpose of your business :

What is the main purpose of your business?		
Is your office involved in any other business? If yes, please outline.		
Are you a member of an agent's association? If yes, please indicate details and attach copies of relevant information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Name of association:	
Are you listed with Australian Education International (AEI) – in countries where AEI maintain an agents list? If yes, please attach copies of relevant information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3) Records of student recruitment in the past 12 months

Number of international students (on Student visa) recruited for study in Australia in the past 12 months	Student numbers by sector	Australia	New South Wales
	ELICOS		
	VET		
	Higher Education		
	Total		
From which countries do you recruit students to Australia?			
Do you recruit students for Australia only? If no, please indicate other countries that your business represent.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other countries:
Which Australian educational institutions/schools do you represent.			

4) Did any of your counsellors complete the Education Agent Training Course (EATC) offered by Pier Online (www.pieronline.org) (at least one counsellor in your organisation needs to be qualified)

- Yes If yes, please provide a certified copy of their accreditation.
- No

5) You must provide two referees from the Australian Education Sector:

Referee 1		Referee 2	
Name		Name	
Position title		Position title	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Fax	()	Fax	()
Email		Email	

SECTION 3: OTHER INFORMATION
1) Services

How much is your student service fee?		
Does this include the fee for an Australian Student Visa? If no, what is the service fee for obtaining the visa?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Services provided to students (please select all that apply)		
Migration agent (*) <input type="checkbox"/>	Pre-departure briefing <input type="checkbox"/>	Visa application <input type="checkbox"/>
Follow up with parents <input type="checkbox"/>	Accommodation assistance <input type="checkbox"/>	Others: please specify OSHC arrangement <input type="checkbox"/>

(*) If one of your counsellors is a migration agent or if you are using a migration agent consultant, please provide a copy of their MARA certificate.

2) Staff background

Number of staff in your company	Counsellors	Administrative staff
What qualifications do they hold?		
Has any of your staff studied in Australia? If yes, please provide details.		
For offshore agents: Have you or any of your counsellors ever visited Australia? Please provide details of cities and year.		

4) Outline three reasons why you are applying to represent Kenvale College?

1.
2.
3.

SECTION 4: MARKETING INFORMATION

1. Marketing Objectives

Please outline your business's marketing objectives if successfully appointed as a Kenvale College representative: (How many students you think you will be able to refer to the college per year):

2. Marketing Strategy

What is your marketing strategy (activities you will undertake) to promote Kenvale College in the countries you represent? If possible, please list them and include an estimated budget. You may wish to include advertising, direct marketing, public relations or other activities.

Marketing Plan:

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-
-
-

SECTION 5: DECLARATION

I, _____ confirm that the answers and details provided are true and accurate to the best of my knowledge and I authorise you to approach any of my referees to collect any information details as you may request from time to time (*).

Signature : _____

Position title : _____

Date : _____

SECTION 6: CHECKLIST:

- Company Registration Certificate
- Company Profile
- Marketing Proposal
- PIER Qualification Certificate
- List of Branches with full details
- Key Contacts with full details