

AGENT APPLICATION FORM

Please use this form if you would like to become a representative for Kenvale College, or if you are applying to renew the agency agreement with Kenvale College. Once completed, please email this form with the supporting documents to : enquiries@kenvale.edu.au.

Please tick one of the following options:

- I'm a new agent and have never dealt with Kenvale (please complete ALL sections)
- I'm a Kenvale representative, who wants to renew the agreement (please complete sections: 1,2,3 if applicable and 6). Also, please attach any new Marketing Proposal.

SECTION 1: AGENT COMPANY DETAILS

Company Legal Name			
Company Trading Name			
Business registration number or ABN: <i>(please provide a certified copy)</i>			
Date of registration		Expiry date	
Company's mailing address (street address)			
Company's Telephone		Email:	
Mobile		Website:	

SECTION 2: COMPANY'S MAIN CONTACTS: *(if you have more offices, please attach a list with all your branches with full contact details)*

Name	Position/ Role	Phone	Email



SECTION 3: EDUCATION AGENT BUSINESS BACKGROUND: *(current agents to complete only if applicable)*

How long have you been an Education Agent?	
How many international students (on a Student visa) has your agency recruited for VET courses, in the past 12 months?	
From which countries do you recruit students to Australia?	
Which Australian educational institutions/schools do you represent. <i>(if not enough space, please attach a list separately)</i>	
Do you charge your student a service fee? <input type="checkbox"/> No <input type="checkbox"/> Yes, how much ? _____	
Does this include the fee for an Australian Student Visa? <input type="checkbox"/> No <input type="checkbox"/> Yes	
What Services do you provide to students (please select all that apply) <input type="checkbox"/> 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"/> OSHC arrangement <input type="checkbox"/> Other: please specify	
Are you a member of an agent's association? <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach copies of the relevant information	
Are you listed with the Australian Education International (AEI) – in countries where AEI maintain an agents list? <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach copies of the relevant information	

SECTION 3: EDUCATION AGENT BUSINESS BACKGROUND (continued) *(current agents to complete only if applicable)*

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

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

Are any of your counsellors migration agents or do you use a migration agent consultant?

- No Yes If yes, please provide their MARA certificate.

Do you deal with subagents?

- No: Yes : please provide details

SECTION 4: MARKETING INFORMATION

Please outline three reasons why you are applying to represent Kenvale College?

1.

2.

3.

How many students do you think you will be able to refer to Kenvale College per year?:

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 any other activities.

You may also attach your marketing proposal or plan.

(Current agents, please provide any updated marketing proposal)

1.

2.

3.

SECTION 5: REFERENCE CHECK: *(You must provide two referees from the Australian Education Sector)*

Referee 1		Referee 2	
Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Email		Email	

SECTION 6: 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.
- I understand that Kenvale College does not have any obligation to accept my application to act as an agent to recruit students on their behalf.
- I understand that if my application is successful I will be required to enter into and abide by a formal agency agreement.
- I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories which I have nominated in this form.
- I understand that I must notify Kenvale College if any changes occur in the registration status of my agency.

Signature : _____

Position title : _____

Date : _____

SECTION 7: CHECKLIST:

- Company Registration Certificate
- Company Profile
- Marketing Proposal
- PIER Qualification Certificate
- MARA Certificate (if applicable)
- List of Branches with full details
- Key Contacts with full details