

Education Agent Application



Please complete this form to apply to become an authorised agent for Rachi Systems Pty Ltd trading as Ultimate Institute of Australia for the purpose of recruiting international 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)

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:

Your Business Profile		
How many offices / representative offices do you have and where are they located?		
Are you a member of any agent association or professional industry body? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of the industry body (e.g. Education Agent Association)	Years of membership	
Which courses are your clients most interested in? (Please tick relevant boxes)		
<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:		
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?
If appointed as an Agent for Ultimate Institute of 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 Ultimate Institute Australia?		
Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?		

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.

Referee 1

Name:	
Company:	Position:
Address:	
Phone:	
Email:	

Referee 2

Name:	
Company:	Position:
Address:	
Phone:	
Email:	

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 Ultimate Institute of Australia to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Ultimate Institute of Australia in accordance with National Code 2007.

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:
Fax:
Post:

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:		