

Agent Application Form

Name of Agent		
Agent's Country		
Director's Name		
Company Address		
Company Phone Number <i>(please include country & area code)</i>		Fax:
Email address & Website		
Company Business Registration Number		
ABN <i>(for Australian based companies)</i>		
Agents OS address & telephone number <i>(if applicable)</i>		
Person in Charge		
Position/Job Title		
Phone <i>(please include country & area code)</i>		
Email		
Date agency was established		
Nationalities the agency mainly deals with		
Courses of interest to the clients		
Membership to industry bodies/organisations <i>(if any)</i>		
Have you completed the AEI (Australian Education International) Education Agent Training Program?		
	Yes	No

Colleges or Institutions who can give your company a reference (please provide at 3 institutions that you currently represent)

College/Institution Name	Contact Person	Email	Address/Phone Number

Bank Details

Bank Name					
Branch Address					
Account Name					
Account Number		BSB		Swift Code	

Please return to:

Austin Perrot
International Australian
Academy
62-64 Gawler Place
Adelaide SA 5000

Phone: (08) 8223 6108
Fax: (08) 8127 8090
Email: austin@iaa.sa.edu.au
Website: iaa.sa.edu.au

Application Checklist:

This application form – all sections completed
-Copy of the company profile
-Copy of ABN/Business registration documentation
-Copy of course completion certificate of AEI
Education -Agent Training Program
-Copy of professional/industry membership (if any)

Please Note: we may require additional documentation during the process of your application.

Agency undertaking

I _____ agree to provide accurate advice about the International Australian Academy to prospective students regarding the course, admission requirements, visa requirements, study options as well as assistance with the applications, travel arrangements and pre-departure information.

I will also ensure that students have received and understood the contents of the Academy's current Student Handbook or read the information on the Academy's website.

I agree to abide by my duties and responsibilities as required by the ESOS Act 2000 and the National Code 2007 <http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/default.htm> requirements by not:

- Engaging in dishonest practices, including suggesting to overseas students that they come to Australia on a student visa with a primary purpose other than full time study.
- Facilitating the enrolment of overseas students who do not comply with the conditions of their student visa.
- Engaging in false or misleading advertising or recruitment practices.
- Using PRISMS to create eCoEs for other than bona fide students.

Further I _____ confirm _____ and its employees will abide by the Agent Code of Conduct.

Agent Code of Conduct

The Education Agent is aware of their responsibilities as defined in the National Code and in particular that in representing the Academy the Education Agent acts as a servant of the Academy, and further, the Education Agent undertakes to ensure that they and any of their staff are fully informed of any changes to the National Code of Practice as they may occur from time to time.

The Education Agent undertakes to ensure that the recruitment of students is conducted at all times in an ethical and responsible manner and consistent with the requirements of the relevant course or curriculum as detailed in materials presented by the Academy.

The Educational Agents agrees to ensure that all student selection decisions comply with equal opportunity legislation.

The Educational Agent agrees to employ appropriately qualified staff, or to train all staff who will assess the extent to which the applicant meets the pre-requisites of the course for which they are applying based on the applicant's qualifications and proficiencies.

The Educational Agent undertakes to follow the enrolment procedures as presented by the Academy and to make available all original applicant documentation to the Academy upon request.

The Educational Agent agrees to ensure that all applicant information collected as part of the application and enrolment process is securely kept and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.

I confirm all of the above information is accurate, true and correct.

Signature of agent

Date: