

Agent application

TO REPRESENT BRISBANE NORTH INSTITUTE (BNIT)
02444M

Who can apply?

To be eligible you must be registered as a business. Agents will be appointed on the strength of their application, referee reports and BNIT's target market requirements.

Benefits to you

As an authorised agent you will receive competitive rates of commission and the opportunity to receive performance-based incentives. You will also be supported with marketing material so you can promote BNIT to prospective students.

What we need to know about you

(Please attach details of all branch offices to be covered by the agreement)

Company name: _____

Registered no: _____

Physical address: _____

Postal Address: _____

Phone: _____ Fax _____

Website: _____ Company Email _____

Key Personnel

Role/ Position	Name	Telephone	Email
Director			

Are there any judgments or orders against your company, or proceedings, applications for winding up, dissolution, liquidation, or cessation of business? Yes No

If yes, please supply details: _____

In which country/ies will you operate? _____

From which geographical area will your potential market come from?

Please provide details of any fee/s you will charge to students:

Name of fee	Explanation	Amount

How many students will you target for BNIT each year? _____

What we need you to do

The following requirements are mandatory if your application to be an agent is successful:

- Monitor the Australian Department of Immigration and Citizenship web site www.immi.gov.au. This web site will keep you informed of any changes to student visa regulations.
- Monitor the Department of Education, Employment and Workplace Relations website www.deewr.gov.au/International/Pages/default.aspx
- <http://aei.gov.au/AEI/ESOS/ESOSLegislation/Default.htm> This web site gives you access to the *Education Services for Overseas Students (ESOS) Act 2000*. Some parts of the Act relate to agents and their dealings with overseas students. Brisbane North Institute requires agents to be familiar with this legislation.
- Adhere to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. The code of practice includes clauses related to agents' behaviour.
- Become familiar with Brisbane North Institute's products and services. Some information is provided in the International Program Guide. More comprehensive information can be obtained from our website www.bn.tafe.qld.gov.au.

When conducting business on behalf of Brisbane North Institute you will be required to adhere to the following principles and practices:

- Students coming to Australia on a student visa must have a primary purpose of study and must study full time.
- You must not make any representations or offer any guarantees about achieving residential status in Australia. However you can refer students to the Department of Immigration's web site.
- You must comply with Brisbane North Institute's requirements for advertising, application procedures, and providing course material and other information to students.
- You must use only those materials supplied by Brisbane North Institute to describe the Institute and its courses.
- You must not commit Brisbane North Institute to accept prospective students into any course.
- You must read the **Agent Agreement** (separate document). If you agree to the terms and conditions you should sign this application. Once your application has been approved a signed Agent Agreement will be sent to you.
- You must recruit at least one student each year to maintain an agency.

Please provide the names of **three** referees with **contactable email addresses** (compulsory).

	Reference 1	Reference 2	Reference 3
Name			
Position			
Organisation			
City/Country			
Phone			
Email			

What happens from here?

Your application will be assessed and your referees will be contacted. This process may take 2-3 weeks. If your application is successful we will forward you a copy of the Agent Agreement for your signature.

I understand that completing this application does not grant my organisation agent status, and that agent status may be granted only after the application has been assessed.

I declare that the supplied information is true and correct and agree to abide by Brisbane North Institute's requirements if my organisation's application is successful.

Signature _____ Date: _____

Name: _____

Position _____

Return completed application to:

Post: Brisbane North Institute of TAFE
International Unit
Locked Mail Bag 3
Eagle Farm, Queensland 4009
Australia

Email: InternationalRelations.bnit@deta.qld.gov.au

Fax: +61 7 3259 9238

Brisbane North Institute of TAFE is collecting the information on this form to comply with the requirements of the ESOS Act 2000. This information is required for agent database and marketing purposes. Only authorised departmental officers have access to this information and it is used for internal purposes only. Your personal information will not be disclosed to any other third party without your consent, unless authorised by law.