

**NOTE: Please complete all sections of this form in English. Applications will only be considered when ALL questions are completed and all supporting documentation is supplied. Please attach translated and certified copies of your business registration certificate(s).**

 **Section 1: Business Detail**

<b>Registered Business Name</b>			
<b>Trading Name (if any)</b>			
<b>Business Registration Number (country of Origin)</b>			
<b>Phone Number Australian Business Registration Number (if applicable)</b>			
<b>MARA Registration Number (if Applicable):</b>			
<b>Key contact person(s):</b>			
<b>Registered address: (include state/region and country)</b>			
<b>Telephone/ Mobile:</b>			<b>Email:</b>
<b>Australian Bank Account Details (if applicable)</b>	<b>Account Name:</b>		
	<b>Bank Name:</b>		
	<b>BSB:</b>		<b>Account Number:</b>
<b>Overseas Bank Account Details (if applicable)</b>	<b>Account Name:</b>		
	<b>Bank Name:</b>		
	<b>Bank Address:</b>		
	<b>Country:</b>		
	<b>Account Number</b>		<b>SWIFT Code:</b>

 **Referees**

Organisation Name:		Organisation Name:	
Contact Person:		Contact Person:	
Contact Number:		Contact Number:	
Email:		Email:	

 **Section 2: Business Background and History**

Is your office involved in any other business activities other than student recruitment?

Yes  No (if yes, please provide details)

Which Australian educational institutions do you currently represent? State at least 3 institutions.

Do you have additional offices/branches?

Yes  No (if yes, please provide details below)

Office/Branch Name:

Branch Address and Contacts:

Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?

Yes  No

If yes, do you ensure such sub-agents and or individuals are aware of and comply with recruitment agent obligations under the ESOS Act and National Code 2018?

Yes  No

Which services do you provide to students? (Please tick the appropriate boxes)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Student counselling    | <input type="checkbox"/> follow up with parents | <input type="checkbox"/> Visa application |
| <input type="checkbox"/> English testing        | <input type="checkbox"/> Collecting fees        | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Pre-departure briefing | <input type="checkbox"/> Home stay/guardianship | _____                                     |

## Section 3: Marketing and Promotional Activities

How do you propose to promote Albright Institute of Business and Language?  
(Please tick the appropriate boxes)

Brochures

Exhibitions

Internet

Education Agent website

Student seminars

Other (please specify)

How many international students do you recruit each year?

VET:

ELICOS:

Higher Education:

Name up to three destination countries that the majority of your recruitment comes from:

Name the top 3 courses that students from your agency opt for?

How many students do you expect to send to Albright Institute of Business and Language each year?

## Section 4: Document Checklist

Required documents to be attached		AIBL USE ONLY
Item	Supplied	Approved/Declined by AIBL Marketing Representative
Company information including company profile, organisational chart and marketing profile	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence of business registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MARA Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student testimonials (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other supporting documents (e.g. industry associations, memberships, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting promotional materials/information provided to international students, including website URL	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
At least two referees	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Education Agent Application Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 5: Declaration

I/we declare that the answers and information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.

I/We declare that I/we understand all relevant laws and regulations of Australia and of the countries where we recruit students, in particular those laws pertaining to Australian consumer protection, the ESOS Act and the National Code 2018. Also agree to regularly view the Department of Home Affairs website to monitor policies and any changes to the policies.

I/We confirm that I/we have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.

I/We confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

I/We confirm my/our obligation to observe appropriate levels of confidentiality and transparency in our dealings with overseas students or intending overseas students and act honestly and in good faith, and in the best interests of the student.

Applicant Signature		Date:	/ /
Applicant's name:		Title:	

### AIBL USE ONLY

Application received on:	/ /
Name of Authorised AIBL Officer:	

Please return this completed application and declaration together with all supporting documentation listed above to the email id: [marketing.manager@albrightinstitute.edu.au](mailto:marketing.manager@albrightinstitute.edu.au)