

# Education Agent Application

Please complete this form to apply to become an authorised agent for Hamro Institute of Business Technology Pty Ltd trading as Kingston Institute Australia for the purpose of recruiting international students to study at the institute.

Agency Details	
Type of Business?	
<input type="checkbox"/> a sole proprietor <input type="checkbox"/> a partnership <input type="checkbox"/> an incorporated company	> Name of Proprietor: > Name of Partner: > Registered company name:
Trading Name (if applicable): _____ Number of directors: _____ Name of directors: _____ Place of registration: _____ Date of registration: _____ Australian Business Number (ABN): _____ (or equivalent registration number) _____ Expiry date: _____ MARA no: _____ QEAC no: _____	
Correspondence Details	
Street address:	Country:
Postal Address:	Country:
Telephone:	Fax:
Email:	
Website:	
Main Contact Details	
Name of the Chief Executive Officer/ Director : Mr/ Mrs/Miss/Ms/Dr	
Given Names:	Surname:
Name of your main contact officer: Mr/ Mrs/Miss/Ms/Dr	
Given names:	Surname:
Direct telephone:	Mobile:
Fax:	Email:
Business Profile	
How many offices/ representative offices do you have & where are they located?	
Are you a member of any agent association or professional industry body? <span style="float: right;">Yes/No</span>	

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Name of the industry body (e.g. Education Agent Association)		Membership Number
<b>Which courses are your clients most interested in? (Please tick relevant boxes)</b> <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 <input type="checkbox"/> Any other: _____		
<b>Which Australian education institutions do you currently represent?</b>		
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 the Institute, 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 the Institute?		
Do you charge (or intend to charge) students any fee or commission for processing their application?		
<b>References</b> 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.		
<b>Referee 1</b>		
Name:		
Company:	Position:	
Address:		
Phone:	Fax:	
Email:		

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<b>Referee 2</b>			
Name:			
Company:	Position:		
Address:			
Phone:	Fax:		
Email:			
<b>Referee 3</b>			
Name:			
Company:	Position:		
Address:			
Phone:			
Email:	Fax:		
<b>Declaration by the Agent</b>			
<p>I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Kingston Institute Australia to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Kingston Institute Australia in accordance with National Code 2007.</p> <p>Authorised Signature: _____ Date: _____</p> <p>Name of the Officer: _____ Position: _____</p>			
<p><b>Application Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application form completed and signed</li> <li><input type="checkbox"/> Evidence of business registration attached</li> <li><input type="checkbox"/> Completed and signed Agent Agreement attached</li> </ul>		<p><b>Return completed application to:</b></p> <p>Email: <a href="mailto:sydney@kingston.nsw.edu.au">sydney@kingston.nsw.edu.au</a></p> <p>Fax: +61 2 80652931</p> <p>Post: Level 2, 133-135 Oxford Street, Bondi Junction NSW 2022</p>	
<b>Office use only</b>			
Referees checked by:	Agent approved:	Yes/No	Date:
Approved by:	Agreement signed:	Yes/No	Agent Code:
Comments:			