



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	> Name of Proprietor: _____
<input type="checkbox"/> a partnership	> Name of Partner: _____
<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: _____	
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?	Yes/No



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Name of the industry body (e.g. Education Agent Association)	Membership Number

Which courses are your clients most interested in? (Please tick relevant boxes)

General English University Foundation Undergraduate
 Academic English Vocational Education Postgraduate
 Any 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 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?

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:

Fax:

Email:



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Referee 2

Name: _____

Company: _____ Position: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Referee 3

Name: _____

Company: _____ Position: _____

Address: _____

Phone: _____

Email: _____ Fax: _____

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 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.

Authorised Signature: _____ Date: _____

Name of the Officer: _____ Position: _____

Application Checklist	Return completed application to:
Application form completed and signed of business registration attached	Email: marketing@kingston.nsw.edu.au Evidence
Completed and signed Agent Agreement attached	Fax: +61 280652931
	Post: Level 7, 8 Quay Street Haymarket NSW 2000

Office use only

Referees checked by: _____ Agent approved: Yes/No Date: _____

Approved by: _____ Agreement signed: Yes/No Agent Code: _____

Comments: _____