



Agent Application Form

Application to be appointed as Student Education/Recruitment Agent

Thank you for your interest in becoming a student education/recruitment agent for Bedford College. We look forward to discussing this with you further on completion of the application details below.

PART A – AGENT NAME

PART B – CORPORATE DETAILS

Contact Person:

Title of Signatory:

Contact Number:

Email:

ABN number for the company *(if registered in Australia)*:

Company website URL:

Physical address to appear on contact *(PO box not accepted)*:

Address for business matters *(if different from above)*:

PART C – EXPERIENCE AND CREDENTIALS

In which year did your company first start operations as an education agent?

Are you accredited to act as an education agent?

Yes No

In which countries are you accredited to provide education services:

Australia
 Other *(Please provide documentation in each case)*

How many students have you successfully placed (i.e. they commenced studies) with Australian Higher Education Institutions in the past two years:

How many staff are engaged in student recruitment activity?

0-5 staff 6-10 staff More than 10 staff

What are the main countries from which you currently recruit students? *(Please specify)*

As an education agent, please indicate which services you are able to provide.

- Make offers to courses
- Certify documentation provided by students
- Assist students with information and applications
- Assist students with immigration/visa applications
- Provide careers advice to students
- Others

PART D - SERVICES

What do you see that Bedford College could potentially offer your clients as an education provider? *(Please specify)*

Choose one of the below that BEST describes your approach to student recruitment:

- We assist a prospective student to enrol at the institution they choose
- We present proactive students with a number of suitable options for their chosen course of study and help them choose a small number to apply to
- We work closely with key institutions we represent and advise students to enrol with our preferred institutions
- Other *(please specify)*

Do your recruitment staff maintain contact with potential students during the application process?

Yes (Please specify how)

No

PART E – OFFICE/AFFILIATE DETAILS

For each of the countries (other than in Australia) you recruit students from, please provide details of your company's local offices/affiliates/sub-contractors etc. and their contact details.

Country 1

Trading Name:

Relationship to your company:

Address:

Contact Person:

Phone:

Email:

Website:

Country 2

Trading Name:

Relationship to your company:

Address:

Contact Person:

Phone:

Email:

Website:

Country 3

Trading Name:

Relationship to your company:

Address:

Contact Person:

Phone:

Email:

Website:

PART F - REFERENCES

Reference 1

Contact Person:

Title:

Phone:

Email:

Reference 2

Contact Person:

Title:

Phone:

Email:

PART G - DECLARATION

- I understand that Bedford College is under no obligation to accept my application to act as an agent to recruit students on its behalf.
- I understand that if my application to act as an agent for Bedford College is accepted I will be required to enter into and abide by the terms of a formal contract/agency agreement, the general terms of which have been outlined to me by Bedford College.
- I understand that if my application to act as an agent for Bedford College is accepted I will be required to participate in the establishment of performance measures for my agency and performance monitoring and evaluation activities, the general terms of which have been outlined to me by Bedford College.
- I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all of the countries/territories which I have nominated, and understand that I must notify Bedford College if any changes occur in the registration status of the agency.
- I shall ensure the privacy of all information provided to and received by my agency as it relates to student enquiries, student applications and all business matters between clients, my agency and Bedford College.
- I consent to Bedford College contacting any of the referees I have nominated at PART F of this Application.
- I undertake that the above information provided in this application is true and accurate.
- By returning this application electronically to Bedford College I agree to abide by the terms and conditions in the aforementioned declaration.

Print Name:

Position Title:

Signature:

Date Signed: