

## New Agent Application Form

<b>Relevant Standards</b> SRTO 2015: 2.1, 2.3, 2.4, 4.1 The National Code 2018: Standard 1, 4	<b>Linked Documents</b> Agency Agreement Agent Referral Check Agent Monitoring Policy and Procedure Manager's Report: Agent Performance Review
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Please complete and EMAIL this form back to ALTEC College, with attention to the CEO: [ceo@altec.edu.au](mailto:ceo@altec.edu.au)

<b>Business Name</b>				
<b>Principle Entity</b>				
<b>ABN/ACN</b>				
<b>Head Office Address</b>				
<b>Overseas office(s), If Any, Location</b>				
<b>Director name</b>				
<b>Contact person</b>				
<b>Phone</b>		<b>Fax</b>		
<b>Email</b>				
<b>Website</b>				
<b>Referees</b> <i>(Please provide details of at least two contactable referees)</i>	Name			
	Institution name			
	Email		Contact number	
	Name			
	Institution name			
	Email		Contact number	
<b>Institutes/Universities</b> <i>(Please provide details of 4 major institutes you represent)</i>	1.	3.		
	2.	4.		
	<b>Number of Students Recruited Each Year (Total)</b>		<b>HE/University</b>	
	VET/RTO		SCHOOL	
	ELICOS			
<b>Main Recruitment Markets or Regions</b>	1.	3.		
	2.	4.		

<b>Do you work with sub-agents?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>If yes, please provide names and cities</b>	1.		3.	
	2.		4.	
<b>Business Background</b>	<i>Write in detail number of years in business and any other related business history. Attach supporting documents, if needed (e.g. Business Profile)</i>			
<b>List of Services Provided to Prospective International Students</b>	1.			
	2.			
	3.			
	4.			
	5.			
<b>Professional or National Association Memberships</b>	1.			
	2.			
<b>Understanding and Complying with ESOS Requirements</b>	<p><i>What are ESOS and The National Code?</i></p> <p><i>List the main responsibilities of Agents under the National Code.</i></p> <p><i>How you and your staff members ensure that all student recruitment related activities comply with the National Code?</i></p>			

	<i>Which key policies and procedures support your student recruitment operations and activities?</i>		
<b>Information</b>	<i>Please outline three reasons why you would like to represent our organisation</i>  <i>Please indicate how you plan to advertise our courses and offers in your market</i>		
<b>Consent</b>	You understand and agree that you must not make any guarantees about achieving residential status in Australia as a direct result of student enrolment in a ALTEC College's course	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	You are prepared to comply with all requirements of ALTEC College in relation to advertising and course materials, application procedures and providing information to prospective students	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	You are prepared to only use materials supplied by ALTEC College to promote and market ALTEC College's courses; without any alternations or modifications	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Attachments</b> I/We have attached	<input type="checkbox"/> Full Company Profile	<input type="checkbox"/> Copy of Certificate of Business Registration	
<b>Signature</b>			Date: