AGENT BUSINESS PROFILE

PLEASE WRITE IN BLOCK LETTERS

|  |  |  |  |
| --- | --- | --- | --- |
| Business Contact Details | | | |
| Registered Business Name |  | | |
| Australian Business Number  (If applicable) |  | | |
| Contact Person |  | | |
| Position |  | | |
| Business Address in Australia  (If applicable) |  | | |
| Overseas Business Address  (If applicable) |  | | |
| Mailing Address |  | | |
| Telephone |  | **Fax** |  |
| Mobile |  | **Email** |  |
| Website |  | | |
| Other Off-Shore Locations  (If applicable) |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Background | | | | | | | | |
| Years in Business | |  | | | **Years in Student Recruitment Industry** | | |  |
| Main Line of Business | |  | | | | | | |
| No. of international students recruited for study each year for last 2 years | | | | | |  | | |
| % ELICOS |  | | **% Diploma VET** |  | | **% University** |  | |
| To which countries do you send students for study? | | | | | |  | | |
|  | | | | | |  | | |

|  |  |
| --- | --- |
| Staff Information | |
| No. of staff employed in student recruitment/service |  |
| Has any of these staff worked in Australia? Please provide details |  |
| How many staff speak/read English well? |  |

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| --- | --- |
| New Venture | |
| From which countries do you wish to recruit students? | |
|  | |
| Which Australian and/or Overseas Institutions do you represent? | |
|  | |
| How much is your student service fee? |  |
| Does the above fee include fee for an Australian student visa? (yes or no) |  |
| Which of your offices are fully resourced student recruitment centres?  (i.e. phone, fax, computer facilities,  areas for speaking with potential students & displaying promotional material) |  |
| What services do you provide to students: (counselling, visa application, placing students to institutions in overseas countries, accommodation arrangement, air ticket, send off airport, pre departure orientation, following up while students are in overseas countries) |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Referees | | | | | | | | | | |
| Please indicate two referees we can contact, including one from an Australian institution you represent. | | | | | | | | | | |
| Last name |  | | **First name** | |  | | | | | Male Female |
| Company |  | | | | | | | | | |
| Position |  | | | | | | | | | |
| Address |  | | | | | | | | | |
| Phone |  | **Mobile** |  | | | **Email** | |  | | |
|  | | | | | | | | | | |
| Last name |  | | | **First name** | | Male Female | | | | |
| Company |  | | | | | | | | | |
| Position |  | | | | | | | | | |
| Address |  | | | | | | | | | |
| Phone |  | Mobile |  | | | | Email | |  | |