

Thank you for considering Kingsford International Institute as a potential business associate. If you decide to apply to become a registered Kingsford International Institute agent, please:

- answer all questions/fields in this application form
 - upload the complete application form along with proof of business registration from your country such as a certified copy of business registration on KII RTOManager (www.bit.ly/kiirtomanager)
 - All of the above information must be in English or translated into English from a notary office or Justice of the Peace in your country.
 - Remember to keep a copy of this application for your files
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- Should you have any difficulty uploading the documents onto KII RTOManager, you can email the documents to marketing@kii.edu.au.

Agent Obligations

Before making an application, you should be familiar with the following:

- [Education Service for Overseas Student Act 2000](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (National Code 2018)
- [Migration Agents Regulations 1998](#)
- [Agent Code of Ethics](#) (ACE)
- [Kingsford International Institute website](http://www.kii.edu.au) (www.kii.edu.au)

It is also recommended that you visit:

- Department of Home Affairs - www.homeaffairs.gov.au
- Department of Education and Training – www.education.gov.au
- Study in Australia - www.studyinaustralia.gov.au

Ongoing Communication

Kingsford International Institute is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. Kingsford International Institute will also display your contact details on the Kingsford International Institute website for the benefit of prospective students seeking to find an education agent.

Change of Contact Details

- Please keep your business contact details updated at all times.
- Kingsford International Institute cannot be responsible for any delays caused by business contact changes without proper notification.

- To update your business contact, please, contact Kingsford International Institute via telephone or email. Change of contact details can also be provided to Kingsford International Institute staff during personal visits.

Application Assessment and Outcome

The standard processing time for an application is 5 to 10 working days from the receipt of a complete application. If you do not provide all of the information required or provided only partial information, your application may be delayed.

Incomplete applications will only be held by Kingsford International Institute for 60 days from the date of advising that the application requires further information. After 60 days, your application will be securely discarded.

If your application is approved, Kingsford International Institute will:

- send you a *Certificate of Appointment* as evidence of registration, and
- send you a copy of the Education Agent Agreement for your signature.

(You will be requested to retain a copy for your records and send the other to Kingsford International Institute)

If your application is not approved, Kingsford International Institute will:

- send you a letter via email advising of this outcome, and securely discard your original application.



Education Agent - Application Form

Agent Name				
Business Trading Name				
Business Registration Number				
Business Registration Authority				
MARA Code				
Postal Address				
Country				
Business Address (If not the same as postal address)				
Country				
Telephone Contact	Phone		Mobile	
Email Address				
Number of Years in Operation		Number of Staff		
Description of your major Business activities:				
Membership details of professional associations				
Details of specific International recruitment training undertaken				



Please list and provide the address of your offices located overseas (if any)							
1.				2.			
3.				4.			
Number of students that your organisation has referred to Australian education Institutions over the past 3 years							
High School		RTO		University		ELICOS	
Details of Key Directors and Employee/s							
Person 1							
Full Name							
Designation							
Background, qualifications and previous experience							
Person 2							
Full Name							
Designation							
Background, qualifications and previous experience							
Person 3							
Full Name							
Designation							
Background, qualifications and previous experience							



Please list any other Institutes/Universities/Educational institutions you have represented or currently represent in Australia or another country.

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Understanding of and complying with ESOS requirements

Are you prepared to regularly monitor the following websites?

- Department of Home Affairs – www.homeaffairs.gov.au
- Department of Education and Training - education.gov.au

Yes or No

Have you read the National Code of Practice for Providers of Education and Training to Overseas Students to Overseas Students 2018 (The National Code 2018)?

Yes or No

Please list the main responsibilities of Agents under the National Code 2018?

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How will you comply with these obligations?

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Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?

Yes or No

Do you understand that you must not make any guarantees about achieving student visa and/or residential status in Australia, but that you can refer students to the DHA website referred to above?

Yes or No

Are you prepared to comply with all requirements of Kingsford International Institute about advertising and course material, application procedures and providing information to students?

Yes or No

Are you prepared only to use material supplied by Kingsford International Institute to describe the Institute and its courses?

Yes or No

Description of Potential Market

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.

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Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary:

Which subject areas do you believe would be of interest to prospective students in your region or area?

Proposal

Please outline the support services you can offer to students

What do you believe is the most effective marketing strategy to employ in your particular area, region or market?

What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

Please use the space provided below to include any other information you consider to be of importance to this application:



References

Please list the names of TWO (2) referees who can vouch for you and your company's financial standing and their contact details.

Reference 1

First Name	
Surname	
Company	
Phone	
Email	

Reference 2

First Name	
Surname	
Company	
Phone	
Email	



Proposed Agreement

Are you prepared to enter into an Agreement with the Kingsford International Institute in accordance with International Education Agent Agreement?		<input type="checkbox"/> Yes or <input type="checkbox"/> No
Full Name		
Signature		
Date		

Checklist

Please check that you have submitted the copies of the following documents:

Items (please note, all the mentioned documents/details are mandatory)	You	Verified by KII
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Company/ Business registration Certificate (Certified copy)	<input type="checkbox"/>	<input type="checkbox"/>
Company/ Business Profile	<input type="checkbox"/>	<input type="checkbox"/>
List of Details of Educational Institutions Currently represented	<input type="checkbox"/>	<input type="checkbox"/>
2 Business Referees Detail	<input type="checkbox"/>	<input type="checkbox"/>

Agent Declaration

Declarations	Yes/ No	Your Initials
I have read an understood the ESOS Act 2000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have read the National code 2018	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have read the Agent Code of Ethics (ACE)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have read the Migration Agent Regulation 1998	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I am familiar with the contents of KII website	<input type="checkbox"/> Yes <input type="checkbox"/> No	