

Education Agents (Agent Recruitment) Application Form

1. In order to assist Rhodes College in the selection of it's agents, please complete this form as comprehensively as possible and return it to this office by email to info@rhodescollege.vic.edu.au or send it by post to Rhodes College. Please use additional sheets where required for providing the information as required or where you wish to provide additional information.

2. Completion of this application will not guarantee the applicant to become an agent of Rhodes College, but it will enable Rhodes College to consider appointments based on information contained herein.

3. Company Background

Company Name	
Company Registration No.	
Date of Registration (dd/mm/yyyy)	
Place of Registration	
Owner / CEO Name	
Day to Day Contact Person	
Address	
Telephone	
Fax	
E-mail	
Website	
Description of core business and whether recruitment of students is the main component of your business?	

Number of Offices: Attach an organization chart with Office locations postal addresses, staff details and contact details for each location and the contact person.	
Number of years in business as a Student Education Agent. List the areas interested in representing.	
Number of students referred to Australian Education Institutions and the type of courses enrolled in over the last three years.	
Existing number of staff and details of staff that are Qualified Education Agent Counsellors (QEAC) for Australia.	
Are there any judgments or orders against your company or proceedings, application for its winding up, dissolution, liquidation or cessation or its business?	
If yes, in relation to any of the previous question, please supply details.	
Please describe your contact history with other Australian education Institutions.	
Please list names of Educational Institutions that your company currently represents.	

If you have more than one office, please attach details of other offices as per the template provided: Address Telephone Fax E-mail Day to Day contact person	
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4. Fee Proposal

4.1 Please submit your fee proposal, which would form the basis of negotiations with Rhodes College. Example of the fee structure would be as follows: -

The Fee paid by Rhodes College to the Education Agent will be calculated on the following basis - x% of the annual fee per student per year for the first year students recruited by the Education Agent, and for every student after the first year successfully recruited by the Education Agent a rate of z% of the annual fee per student per year.

5. Details of Directors and Key Employees of Education Agent

Name	
Position	
Date of Birth	
Background, qualifications and previous experience	

6. Referees

6.1 Please list the names of two (2) relevant and independent referees who can confirm your track record and your company's financial standing.

Referee 1	
Referee Name	
Position	
Institution Name	
Telephone No.	
E-mail	

Referee 2	
Referee Name	
Position	
Institution Name	
Telephone No.	
E-mail	

7. Please use the space provided below to include any other information you consider to be of importance to this application. Information must include a brief business plan outlining proposed student recruitment activities and the target number of students you propose recruiting for Rhodes College. Supplementary documents (appended to Application Form) to support your application are also acceptable.

8 Proposed Agreement

I acknowledge that approval of my application is conditional on my company entering into an agreement with Rhodes College in accordance with the National Code 2018 and ESOS Act 2000.

Signed by : _____

Date : _____

Name : _____

Position : _____

9 Declaration

I confirm that the answers and details provided are true and accurate to the best of my knowledge and I authorize you to approach referees to collect any information/details as you may request from time to time.

Signature : _____

Date : _____