

SECTION A: CONTACT DETAILS

BUSINESS NAME	<hr/>		
BUSINESS ADDRESS	<hr/>		
CONTACT NAME	<hr/>		
TELEPHONE	<hr/>	FAX	<hr/>
EMAIL	<hr/>	WEB	<hr/>

SECTION B: BUSINESS BACKGROUND

<p>How many years have you been operating as an education agent?</p> <p><i>Please provide a copy of your most current business plan including company profile.</i></p>	
<p>Are you involved with any other business?</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES (<i>Please provide details</i>)</p>
<p>How many international prospective learners do you recruit for study each year?</p>	<p>Advanced Diploma Level Courses <hr/></p> <p>Diploma Level Courses <hr/></p> <p>Certificate IV Level Courses <hr/></p> <p>Certificate III Level Courses <hr/></p>
<p>To which countries do you send the majority of prospective learners for study?</p>	
<p>To which Australian schools or institutions do you refer prospective learners?</p>	
<p>Are you a member of a national association e.g. MARA or organisation for placement of prospective learners overseas?</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES (<i>Please provide details</i>)</p>

SECTION B: BUSINESS BACKGROUND

Do you use sub-agents or other people not employed by the company to perform prospective learner recruitment activities? YES NO

If yes, do you ensure such sub-agents and/or individuals are aware of and comply with recruitment agent obligations under the Education Services for Overseas Students (ESOS) Act? YES NO

Are you prepared to provide the details of any such sub-agents and/or individuals to Southern Cross Education Institute if an Education Agent Agreement is executed? YES NO

Which services do you provide to learners? *(Please tick the appropriate boxes)*

- | | |
|---|--|
| <input type="checkbox"/> STUDENT COUNSELING | <input type="checkbox"/> FOLLOW UP WITH PARENTS |
| <input type="checkbox"/> COLLECTING FEES | <input type="checkbox"/> ENGLISH TESTING |
| <input type="checkbox"/> PRE-DEPARTURE BRIEFING | <input type="checkbox"/> VISA APPLICATIONS |
| <input type="checkbox"/> HOMESTAY/GUARDIANSHIP | <input type="checkbox"/> OTHER <i>(Please Specify)</i> |

SECTION C: BUSINESS BACKGROUND

How many staff is employed in the company?	Counsellors _____
	Administrative Staff _____

What qualifications do they hold?	_____
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Have any of these staff studied or worked in Australia? <i>(Please provide details)</i>	<input type="checkbox"/> NO
	<input type="checkbox"/> YES <i>(Please provide details)</i>

Have you or any of your counsellors ever visited Australia?	<input type="checkbox"/> NO
	<input type="checkbox"/> YES <i>(Please provide details)</i>

SECTION D: UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

Are you prepared to regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website for up to date information? YES NO

Are you prepared to regularly monitor the Australian Department of Education website for up to date information? YES NO

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students? YES NO

SECTION D: UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

Please list the main responsibilities of Education Agents under the National Code.

How will/do you comply with these obligations?

Do you ensure that prospective learners coming to Australia on a student visa have a primary purpose of studying and notify them that they must study full time? YES NO

Do you understand that you must not make any guarantees about achieving residential status in Australia, and that you can refer prospective learners to the DIBP for further information on this issue? YES NO

Are you prepared to comply with all requirements of Southern Cross Education Institute with relation to advertising, course material, application and enrolment procedures and providing information to prospective learners? YES NO

Are you prepared to only use material supplied by Southern Cross Education Institute to describe its courses? YES NO

SECTION E: DESCRIPTION OF POTENTIAL MARKETS

From which geographical area will your potential market come?

Please describe any strengths you have in these regions to justify your choice.

Please describe the characteristics of your potential market (e.g. age, income, educational background, university networks etc).

Which subject area(s) do you believe would be of interest to prospective learners in your region or area?

SECTION F: PROPOSAL

Please outline the support services you can offer prospective learners and learners.

What do you believe is the most effective marketing strategy to apply 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 for the purpose of recruiting prospective learners?

SECTION G: REFEREES

Please indicate two referees from Australian education institutions we can contact where you have enrolled learners or with whom you have an agreement to supply learners.

REFEREE 1

Referee Details	FOR OFFICE USE ONLY	
	Verified	Approved by CEO and/or delegate
Name		
Address		
Phone		
Email		

REFEREE 2

Referee Details	FOR OFFICE USE ONLY	
	Verified	Approved by CEO and/or delegate
Name		
Address		
Phone		
Email		