

AGENCY APPLICATION FORM

Application Guidelines

Please read the following information carefully before completing this application to become an authorized agent of Chambers School of Business (CSB or 'the School').

CSB requires all agents, who represent the school, to sign a formal agency agreement for them to recruit appropriately qualified and genuine students into its programs. This application form must be completed by education agents who have:

- Never been contracted as an agent representative of CSB; or
- Previously been an agent/representative of CSB but have not had an active agency agreement with CSB in the past 12 months.

Potential agent/representatives must be familiar with the Education Service for Overseas Student Act (2000) and its amendments, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code 2018).

Potential agent representatives should also take note of the publicly available information on CSB website (www.csb.edu.au).

Organisation Profile

Organisation Details			
Organisation Name			
Trading Name			
ABN		ACN	
Address			
Street			
Suburb		State	
		Post Code	
Principal Shareholders/Owners Details			
Shareholder 1			
Name			
Designation			
Qualification/experience			
Shareholder 2			
Name			
Designation			
Qualification/experience			

Agent Information:

In which countries is your agency seeking to be covered by this contract? <i>Note: Your application to represent CSB will be assessed separately for each country you nominate. It is therefore possible that your application to represent CSB may not be successful for each country you nominate.</i>													
Does your agency have multiple branch offices? If yes, please provide full details in a separate document listing the address, phone number and email details of all branches in operation and indicate how applications are managed (head office or decentralized to branch offices). If your agency operates in multiple countries, please provide full details of same. <i>Note: If a branch office is a separate legal entity, it must complete a separate agent appointment application form for consideration.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No										
If Yes, please provide details below:													
<table border="1"> <thead> <tr> <th>Country</th> <th>Number of branch offices (as detailed in separate document)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Country	Number of branch offices (as detailed in separate document)								
Country	Number of branch offices (as detailed in separate document)												
In which year was your agency established?													
What is your agency's primary service? For example, student recruitment, migration, travel advice, or assistance with working visa applications?													
Does your agency work with sub-agencies? If yes, please provide details on the sub-agents you work with and the due diligence you undertake to recruit these sub-agents. If the space provided below is insufficient, please submit the details of all your sub-agents in a separate document?		<input type="checkbox"/> Yes	<input type="checkbox"/> No										
If Yes, please provide details below:													
Have you or any of your principal officers even been convicted of an indictable offence, been bankrupt or applied to take advantage of bankruptcy laws, been disqualified from managing a corporation, or been found to have breached in any way the ESOS Act (2000) and its relevant amendments?		<input type="checkbox"/> Yes	<input type="checkbox"/> No										
If Yes, please provide details below:													

Primary Contact Details

Principal Officer

Note: this person will be the primary recipient of all crucial communication relating to the agreement. Please provide the personal email of the Principal Officer rather than a generic office

Name	
Designation	
Phone	
Email	

Contact Officer (Admissions)

Note: this person will be the primary recipient of communication regarding student applications.

Name	
Designation	
Phone	
Email	

Marketing & Recruitment

How does your agency plan to differentiate CSB from other Australian institutions? Please provide details, and attach a separate plan as required?

How does your office location position you to attract the business of potential applicants for VET/ ELICOS studies?

Does your agency undertake promotional activities? If yes, what support services do you require from CSB in order to effectively promote CSB? Please provide details including expected costs of any promotional activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, please provide details below:

Does your agency charge any fees for services offered to prospective students? If yes, please advise the approximate charges in AU\$ and the services for which the charge applies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, please provide details below:

Does your agency have any links in its country(s) of operation (e.g. Government, Ministry, Schools, Universities, Businesses etc.) which may benefit CSB? If yes, please list below:

Does your agency represent other institutions? If yes, please list in a separate document all educational institutions with which the agency has current student recruitment agreements.

 Yes

 No

If Yes, please provide details below:

How many genuine students do you believe your agency could expect to recruit in the first year for CSB? Provide a breakdown of levels of study if possible.

Compliance

How does your organisation ensure it always complies with the ESOS Act (2000) and its relevant amendments? and other applicable legislation and regulations?

What procedures does your agency have in place to assess that students meet international student visa regulations of the Department of Home Affairs (DHA)?

The following questions relate to the development, experience and qualifications of key staff members in your organisation.

Have you or any of your key staff completed and/or experienced the following:

 Yes

 No

 No of Staff

Professional International Education Resources (PIER) Education Agent Training Course (EATC)

Australian Education International (AEI) or Austrade in- country training courses

Tertiary qualifications studied in Australia

Please provide CSB with your agency student visa history (including details of visa refusals for Australia and/or other countries where applicable:

References

Please provide details of three (3) education referees from other institutions to support this application. Please contact your referees prior to submitting your application to advise CSB may approach them as part of this application process.

Referee 1

Name	
Designation	
Organisation	
Phone	
Email	

Referee 2

Name	
Designation	
Organisation	
Phone	
Email	

Referee 3

Name	
Designation	
Organisation	
Phone	
Email	

Checklist

Please ensure you have answered all questions and attached relevant documentation where required.

Mandatory documents:

- Proof of business registration and licensing
- Full list of all branch offices in all countries of operation
- Organisation chart
- Marketing and/or business strategy specific to CSB
- List of institutions with which a formal agreement to recruit students exists
- Written consent for CSB to access CSB visa data
- Contact details for 3 referees
- Examples of marketing materials produced by your agency

Declaration

CSB reserves the right, before entering into any agreement, to make enquiries regarding your agency operations as they pertain to this application with the Department of Home Affairs, other institutions and any relevant Government licensing bodies in your country.

In submitting this application your agency is bound by your statements. False or misleading responses will result in immediate disqualification of your application, and subsequent termination of an agreement where issued.

Please return the completed and signed application form together with the required documents to CSB.

We thank you for your interest in CSB and will be in touch to advise of an outcome shortly.

Name		Designation	
Signature		Date	