

Education Agents Application Form



Please complete this form to apply to become an authorised agent for Ultimate Institute of Australia (UIA) a registered training organisation, RTO ID 41544, CRICOS ID 03511G for recruiting international students to study at the Institute

Your Agency Details	
What is type of business is your agency?	
<input type="checkbox"/> a sole proprietorship ▶	Name of proprietor:
or <input type="checkbox"/> a partnership ▶	Name of partners:
or <input type="checkbox"/> an incorporated company ▶	Registered company name:
	Trading name (if applicable):
	Number of directors:
	Name of directors:
	Place of registration:
	Date of registration:
	Expiry date:
	Australian Business Number (ABN): (or equivalent registration number)

Your Correspondence Details	
Street address:	Country:
Postal address:	Country:
Telephone:	Fax:
Email:	
Website:	

Your Main Contact Details	
Name of Chief Executive Officer/ Director:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Given name(s):	Surname:
Name of your main contact officer:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr

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Given name(s):	Surname:
Direct telephone:	Mobile:
Fax:	Email:

Your Business Profile

How many offices / representative offices do you have and where are they located?

Are you a member of any agent association or professional industry body? Yes No

Name of the industry body (e.g. Education Agent Association)	Years of membership

Which courses are your clients most interested in? (Please tick relevant boxes)

General English University Foundation Undergraduate
 Academic English Vocational Education Postgraduate

Other:

Which Australian education institutions do you currently represent?

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

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Which education institutions do you represent for countries other than Australia?		
Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?
If appointed as an Agent for UIA, how many students will you aim to recruit in the first year?		
State briefly how you plan to recruit students to the courses offered by UIA?		
Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?		

Your References	
Please provide the name of two referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.	
Referee 1	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	
Referee 2	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	

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Declaration by the Agent

I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise UIA to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with UIA in accordance with the National Code 2018 and ESOS Act 2000.

Authorised Signature:

Date:

Name of the Officer:

Position:

Application Checklist

- Application form completed and signed
- Evidence of business registration attached
- Others

Return completed application to:

Email: marketing@uia.edu.au

Mail to: 51-53 Elizabeth Street, Melbourne VIC 3000,
Australia

OFFICE USE SECTION

Referees checked by:

Agency approved: Yes No

Date:

Approved by:

Agreement signed: Yes No

Agent Code:

Comments: