

Agent Application

TO REPRESENT SOUTHBANK INSTITUTE OF TECHNOLOGY- CRICOS PROVIDER 03020E

Who can apply?

To be eligible you must be registered as a business. Agents will be appointed on the strength of their application, referee reports and Southbank Institute's target market requirements.

Benefits to you

As an authorised agent you will receive competitive rates of commission. You will also be supported with marketing material so you can promote Southbank Institute of Technology to prospective students.

What we need to know about you

Company name _____ Registered Number _____
 Street Address _____

 Postal Address _____
 Telephone _____ Fax _____
 Website _____ Email _____

Personnel	Director/Principal	Representative 1	Representative 2
Name			
Position			
Telephone			
Email			

In what region(s) will you operate (i.e. where do you recruit your students?)

How many students will you target for Southbank Institute of Technology each year? _____

Please provide details of any fee you will charge to students -

Name of fee	Explanation	Amount (AUD\$)

Please provide the names of three referees. Please note: 2 of your referees must be from the educational sector.

	Referee 1	Referee 2	Referee 3
Name			
Position			
Organisation			
City			
Telephone			
Fax			
Email			

You may wish to provide additional information to support your application.

Special Conditions for Applicants from China

- Applicants with offices based in China only (with no overseas offices) must provide a copy of the government registration certificate that displays the agent government registration number.
- Applicants with offices overseas or in Australia, but with no office in China will need to provide the name and registration number of their work partner located in China. This work partner must be a registered Agent in China.

What we need you to do

The following requirements are mandatory if your application to be an agent is successful.

- Monitor the Australian Department of Immigration and Citizenship's web site www.immi.gov.au. This web site will keep you informed of any changes to student visa regulations.
- Monitor the Department of Education, Training and Youth Affairs' web site www.detya.gov.au/esos. This web site gives you access to the *Education Services for Overseas Students (ESOS) Act 2001*. Some parts of the Act relate to agents and their dealings with overseas students. Southbank Institute requires agents to be familiar with this legislation.
- Adhere to the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students](#). The code of practice includes clauses related to agents' behaviour.
- You must become familiar with Southbank Institute's products and services. Some information is available in the current *International Student Prospectus*. More comprehensive information can be obtained from the Institute website <http://www.sbi.net.au>.
- Access information on the Australian Education System, particularly the Vocational Education and Training Sector via the following website - <http://aei.dest.gov.au/AEI/GovernmentActivities/QAAustralianEducationAndTrainingSystem/VocationalEducationAndTraining/default.htm>

When conducting business on behalf of Southbank Institute of Technology you will be required to adhere to the following principles and practices.

- Students coming to Australia on a student visa must have a primary purpose of study and must study full time.
- You must not make any representations or offer any guarantees about achieving residential status in Australia. However you can refer students to the Department of Immigration's web site.
- You must comply with Southbank Institute's requirements for advertising, application procedures, and providing course material and other information to students.
- You must use only those materials supplied by Southbank Institute of Technology to describe the Institute and its programs.
- You must not commit Southbank Institute of Technology to accept prospective students into any program.
- You must read the **Agent Agreement Summary** (separate document). If you agree to the terms and conditions you should sign this application. Once your application has been approved an Agent Agreement will be sent to you.

What happens from here?

Your application will be assessed and your referees will be contacted. This process may take 2-3 weeks. If your application is successful we will forward you a copy of the Approved Representative Agreement for the Recruitment of Overseas Students for Southbank Institute of Technology for your signature.

- I understand that completing this application does not grant my organisation agent status, and that agent status may be granted only after the application has been assessed.
- I have read the Agent Agreement Summary and agree to all the specified terms and conditions.
- I declare the information supplied is true and correct and agree to abide by Southbank Institute's requirements if my organisation's application is successful.

Signature _____
Name _____
Position _____
Date _____

Return completed application to:
Southbank Institute of Technology
International Sales, Locked Mail Bag 111
South Brisbane Queensland 4101 Australia
Email: sbit.international@southbank.edu.au
Fax International (+617) 3244 5588
Fax Interstate (07) 3244 5588 Fax Local 3244 5588

Privacy Disclaimer Southbank Institute of Technology is collecting the information on this form to inform the approving officer and assist in decision making. Only authorised Institute officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.