



Application for Education Agents

Company Details and Background
Company / Business Name:
Trading name (if different from Company name)
Company/ Business Registration Number:
Years Established:
Name of Director/ CEO:
Town and Country of Company/ Business Registration:
Business Address
Phone:
Email:
Website:
Please describe your business activities
Number of staff:
Number of international offices:
Locations of International Offices:
Director and Employee Details
Person 1
Name:
Position:
Qualifications and previous experience:



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Membership of education agent professional bodies:
Person 2
Name:
Position:
Qualifications and previous experience:
Membership of education agent professional bodies:
Person 3
Name:
Position:
Qualifications and previous experience:
Membership of education agent professional bodies:



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Potential Markets and Services to be Provided
What are your target markets?
What marketing strategies will you use to promote our courses?
Please outline any support services that you offer prospective students.
Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each.



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References

Please provide details of at least 3 Australian educational institutes that we can contact for a reference.

Institution 1
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them

Institution 2
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them

Institution 3
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them



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Declaration

In signing this agreement, you declare that

- ♦ You have read and understood the extract from the ESOS Act 2000 Obligations of Agents.
- ♦ The answers and details provided in this application are true, accurate and complete.
- ♦ Ruby Institute is authorised to contact the referees listed to collect information about my conduct and services.
- ♦ You acknowledge and agree to the privacy statement provided below.

Privacy Statement: All information collected, used or disclosed by Ruby Institute is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Ruby Institute policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

Signature:

Date: / /

Printed Name:

Please return this form along with supporting evidence to Ruby Institute by emailing marketing@ruby.vic.edu.au