



APPLICATION TO REPRESENT KINGSWAY INSTITUTE

Business Information

Business Name:
ABN Number:
Address:
.....
.....
Email:
Website:

Address:
.....
Account Name:
Account Number:
SWIFT Code:

Contact Information

Main Contact for correspondence

Title:
First Name:
Family Name:
Position / Job Title:
Email:
Telephone: Fax:

Other contact

Title:
First Name:
Family name:
Position / Job Title:
Email:
Telephone: Fax:

Bank Details

Bank Name:
Branch Name:
.....

Company Details

How long has the company been involved in the recruitment of international students?

Is the company registered with any Government Department in the Country from which you recruit? Yes / No If Yes, please provide details:

Do you have a license to operate? Yes / No If yes, please provide details:

Is recruitment of students the main business of your company? Yes / No
If no, what is the other business of the company?

Do you have any sub-agents? Yes / No (please circle)
If yes, please advise us of their details (attach a list of contact details), and of the relationship between your company and their company:

How many students did you send to Australia within the last 12 months?
Where do you send most of students?

.....
.....
.....



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What type of programs do you send your students to?

Language%

High School%

VET%

Private Higher Education%

University%

Please advise names of other institutions you represent :

.....

Please advise of any fees that are charged directly to students for applications / counselling/ visa processing / administration :

.....

Note: Kingsway Institute will act in the best interests of the appointed agent and not seek to engage your subagents

Operations

How many counsellors do you have?.....

How many years of experience do you counsellors have?

How many of your counsellor has studied in Australia?

Have you or any of your staff ever visited Kingsway Institute?

What media do you use for advertising?

.....

Do you produce your own Student handbook / Guide? Yes / No If yes, how often is this publication produced?

.....

How many copies do you distribute?

Do you have your own website? Yes / No (please circle)

Web address:

What Type of promotional activities do you undertake relating to overseas education?

.....

Referees

Please provide the names and contact details (Phone number and email address) of at least two referees from university / college / English language Centres (please circle which one/s)you currently represent in Australia

Referees 1:.....

Telephone:

Email Address:

Referees 2:.....

Telephone:

Email Address:

Referees 3:.....

Telephone:

Email Address:

Agency Undertaking

I agree to provide accurate advice to Kingsway Institute applicants regarding the courses, admission requirements, visa requirements, study options as well as assistance with applicants, travel arrangements and pre-departure information.

Name:

Signature:

Date: