



# Australian Institute of Business Intelligence (AIBI) Agent Application Form

To assist in assessing your application, please be sure to complete all sections, as well as attach the required documents. Return this application form with supporting documents to [agents@aibihe.edu.au](mailto:agents@aibihe.edu.au)

- Business Registration Number
- Business Plan/Marketing activities to promote AIBI Higher Education
- Company profile with all services provided by your organization

## 1. Business Information

Legal Company Name:
Local Trading / Business Name:
Head Office Address:
City/State:
Country:
Post Code:
Website/ URL:
Telephone number (incl. country code):

## 2. Main Contact Information

Title:
Given Name:
Surname Name:
Position/Job Title:
Email Address:
Telephone number (incl. country code):

### 3. Operational Contact

Title:
Given Name:
Surname Name:
Position/Job Title:
Email Address:
Telephone number (incl. country code):

### 4. Billing Contact

Title:
First Name:
Family Name:
Position/Job Title:
Email Address:
Telephone number (incl. country code):

### 5. Bank Details

Bank Name:	
Branch Name:	
Address:	
City:	
Post Code:	
Country:	
Account Name:	Account Number:
Swift Code:	

## 6. Company Details

How long has the company been involved in the recruitments of international students?
Is the company registered with any Government Department in the country you recruit from?
Where there is a government regulation, do you have the appropriate license/registration to operate?
If yes, please provide details and copy of license/business registration:
If a foreign company, please provide registration number:
If an Australian based company, please provide ABN:
Is recruitment of students your main business?
If not, what other components are there in your company?

## 7. Business Operations

Date of establishment:
Number of Years of Education Agent:
How many branch offices do you have? (If more than one, please attach details of each branch)
How many counselors do you employ?
Have any of the counselors studied in Australia? If yes, please provide details.
Have you or any of your staff ever visited Australia? If yes, please provide details.
Does any of your staff have PIER Qualification or similar? Please list names.

Have you or any of your staff ever visited AIBI Higher Education?										
How do you/your employees manage GTE matters and visa applications?										
What is your visa success rate per market? Please list all markets with its visa success rates.										
Please indicate your major markets and the number of students' recruitment from these markets for the last year:	<table> <tr> <td>Country 1:</td> <td>No. of students recruited:</td> </tr> <tr> <td>Country 2:</td> <td>No. of students recruited:</td> </tr> <tr> <td>Country 3:</td> <td>No. of students recruited:</td> </tr> </table>	Country 1:	No. of students recruited:	Country 2:	No. of students recruited:	Country 3:	No. of students recruited:			
Country 1:	No. of students recruited:									
Country 2:	No. of students recruited:									
Country 3:	No. of students recruited:									
Number of students recruited for:	ELICOS: Foundation: TAFE: Private Institutions (Higher Education): University:									
Please list contractual relationships you have with Australian Universities	<table> <tr> <td>University:</td> <td>Years Contracted:</td> <td>Total Number of Students Recruited:</td> </tr> <tr> <td>University:</td> <td>Years Contracted:</td> <td>Total Number of Students Recruited:</td> </tr> <tr> <td>University:</td> <td>Years Contracted:</td> <td>Total Number of Students Recruited:</td> </tr> </table>	University:	Years Contracted:	Total Number of Students Recruited:	University:	Years Contracted:	Total Number of Students Recruited:	University:	Years Contracted:	Total Number of Students Recruited:
University:	Years Contracted:	Total Number of Students Recruited:								
University:	Years Contracted:	Total Number of Students Recruited:								
University:	Years Contracted:	Total Number of Students Recruited:								

### 8. Government and Institutional Links

If based overseas, provide information on any links you have with Government in your country (eg. Liaising with Government for educational purposes, ie training, joint seminar, etc). Please provide details.

Government:
Institutional:

## 9. References

AIBI Higher Education will contact your referees and they will be required to attest to your company's ethical standards, performance, industry and market understanding.

Referring Company #1	
Title:	
First Name:	
Last Name:	
Position/Job Title:	
Email:	Telephone Number (incl country code):

Referring Company #2	
Title:	
First Name:	
Last Name:	
Position/Job Title:	
Email:	Telephone Number (incl country code):

## 10. Other Information

We expect our representatives to provide accurate advice about visa requirements, study options as well as assistance with applications, travel arrangements and pre-departure information. Please provide additional information in support of your application on **Schedule C**.

## 11. Declaration

The Education Services of Overseas Students (ESOS) Act (2000) and associated legislative instruments, including the National Code for Educational Providers (2018), specifies obligations for educational providers and their representatives in the marketing and recruitment practices for international students. The ESOS framework is designed to protect the integrity and reputation of the Australian education sector and the consumer rights of international students.

By signing this declaration, you agree to abide by the principles outlined in the ESOS legislative framework and the National Code for Education Providers (2018) and confirm that your company does not contravene the ESOS Act (2000) or ESIS regulations.

The ESOS Act and associated regulations can be viewed at:

<https://www.legislation.gov.au/Details/F2019L00571>

The National Code for Education Providers can be viewed at:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD4.aspx>

Signed by (Print Given and Family Name):

Organization:

Signature:

Date:

**Disclaimer:** All submitted certified copies need to be certified by the issuing authority or a relevant government authority/agency.