



AUSTRALIAN INSTITUTE OF TECHNICAL TRAINING

International Educational Agent Application Form

INTERNATIONAL EDUCATION AGENT APPLICATION GUIDELINES

The application package is for education agents who have:

- Never been registered as AITT agents, or;
- Not been registered in the past 12 months.

FURTHER INFORMATION

Visit AITT official website: www.aitt.vic.edu.au for details.

Alternatively, you can send an email to marketing@aitt.vic.edu.au.

WHO NEED TO BE REGISTERED

Education agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to overseas student wishing to study in AITT must register as a AITT education Agent.

BEFORE APPLYING

Before making an application you should access the following information and read it:

- Education Services for Overseas Act 2000.
- National Code of Practice for Registered Authorities and provision of education and Training for Overseas Student.
- AITT website.

It is also recommended that you visit:

- The Australian Department of Immigration and Border Protection (DIBP) website (www.immi.gov.au)
- The Australian Department of Education (www.education.gov.au)

COMMUNICATION

Our office requires to keep your contact details on AITT database. In addition, we will use your business phone, business address and email address to advise receipt of your applications and other administrative issues relating to your business.

The office will also use your business address and email address to communicate with you for the purpose of urgent notification and applications.

Please keep your business contact update at all times. The AITT will not be responsible for any delay caused by business contact change without proper notification.

ASSESSMENT OF APPLICATION

The standard processing time for an application takes up to 1-3 weeks from the receipt of completed application.

If you do not provide all of the information required or provide only partial information, your application may be delayed significantly. In addition, the uncompleted application can only be held by the AITT up to 60 days, and if further information required by the AITT has not been received within 60 days after the request has been sent out, your application will lapse automatically without further notice.

Please be advised that we will not review your application until 12 months after your application has been refused.

If your application is approved, we will send you the agency agreement for your signature.

Request the signed agreement to be sent back for further processing.

Once the signed agreement is returned, a Certificate of Representation evidencing your registration will be sent to you.

COMMISSION PAYMENTS

AITT has got its own online commission payment system.

Once your application is processed and approved, you will be issued with an Agent and Login Code, and password which you will be able to use to logon to the system.

Once logged in you will be able to see the details about the students enrolled by your agency, their payment details and commission status.

If you decided to become an AITT Education Agent, you need to:

- Complete the application form, following over leaf, by answering ALL questions
- Provide the contact details of two (2) professional referees(if applicable)
- Provide official Agent Certificate from one of the education provider
- Provide proof of business registration from you country
- Proof of any academic qualification or professional recognition

All the above information MUST be in English or translated into English from a notary office in your country. Please send the certified copies only as the application documents can NOT be returned from the office. AITT recommends that you keep a copy of your application for your files.

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:

Marketing Team: marketing@aitt.vic.edu.au

Australian Institute of Technical Training

Level 3, 475-485 Flinders Lane, Melbourne, Victoria 3000 AUSTRALIA

Tel (+61 3) 96201100

Fax (+61 3) 96201122

Web www.aitt.vic.edu.au

CRICOS Provider Code: 02868J | RTO 21978



AUSTRALIAN INSTITUTE OF TECHNICAL TRAINING

International Educational Agent Application Form

FOR OFFICE USE ONLY

Approved Not Approved Date (DD/MMM/YYYY)

1. COMPANY PROFILE

Company Name: _____

Address: _____ Ph: _____ Fax: _____

_____ Email: _____

_____ Website: _____

Business Activities: _____

Years in Existence: _____ No. of Staff: _____

2. DETAILS OF KEY DIRECTORS

1	2
Name: _____	_____
Position: _____	_____
Qualification: _____	_____
Previous Experience: _____	_____

3. REFEREES (at least two Australian Institutes you have associations with)

1. Name _____	Position _____
Institute Name _____	No. of students referred over past 2 years _____
Ph _____	Email _____
2. Name _____	Position _____
Institute Name _____	No. of students referred over past 2 years _____
Ph _____	Email _____

4. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

AITT encourages all its agents to familiarise themselves with:

- The Australian Department of Immigration and Border Protection (DIBP) website (www.immi.gov.au)
- The Department of Education, Employment and Workplace Relations website (www.deewr.gov.au)
- National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (<http://aei.gov.au/ESOS/default.htm>)

Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? Yes No

Do you understand you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DIBP website? Yes No

Are you prepared to comply with all requirements of AITT about advertising, course material, application procedures and providing information to students? Yes No

Are you prepared only to use material supplied by AITT to describe its courses? Yes No

5. DECLARATION

I am interested in representing Australian Institute of Technical Training as an Education Agent and I agree to do so in honest and professional manner.

Signed by _____ Date _____ (DD/MMM/YYYY)

Name _____ Position _____

Should this document be returned by email in types format, with all information given it will be deemed as being signed by the applicant.

6. MARKETING (please use separate sheets if required)

Geographical Territory you will serve & strengths you have in these regions _____

Any other information you consider to be important to this application: _____
