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Dear Agent Applicant

We thank you for your interest in InTech Institute of Technology and invite you to continue the Agent Application process.

InTech values its authorised agents, and endeavours to work closely with them to provide a professional, quality service. The information you provide will be assessed thoroughly and references will be checked, a process which will take approximately one week. Please follow the steps below to complete and return this questionnaire:

1. Print out a hard copy of this questionnaire.
2. Complete all relevant details,
3. Please print clearly in black pen.
4. Attach copies of all requested information & schedules are complete.
5. Authorising Officer to provide signature
6. Forward by mail (or fax) to InTech Institute of Technology. Address details above.

If you are experiencing difficulty in the compilation and return of this questionnaire, or wish to withdraw your application, please contact this office.

Regards

Robin Jaggessar

Agent Profile Questionnaire

Please print out a copy of this questionnaire and print clearly in black pen

Company Details:

Company Name: _____

Other Registered Business Name: _____ As Above

Business Registration Number: _____ Country of Registration: _____

Main Business Address: _____

Country: _____ Post Code: _____

Telephone Number: _____ Fax Number: _____

Email: _____ Web site: _____

Mailing Address: _____
(if different to Business Address) _____

Country: _____ Post Code: 4078 _____

Main Contact Name: _____

Position: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mobile Number: (____) _____ Email: _____

Alternative Contact Name: _____

Position: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mobile Number: (____) _____ Email: _____

Details of Branch Offices/Partnering Companies in Australia or Overseas:

NB: Please provide details of branch offices or partnering companies you have in Australia or Overseas. If more than one, please fill in details of each on the attached Schedule A.

Company Name: _____

ABN: _____ (or Business Registration Number if Overseas) _____

Business Address: _____

_____ Post Code: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

Email: _____ Web site: _____

Mailing Address: _____
(if different to Business Address) _____

_____ Post Code: _____

Invoicing through the above Branch/Partner? Yes No GST Exempted? Yes No

If GST exempt, please provide copy of ATO Authorisation Letter on the attached Schedule B.

Please provide details of additional branch offices or partnering companies you have in Australia or Overseas on the attached Schedule A.

Business Operations:

Date of Establishment: _____

Number of Years as Education Agent:

Please indicate your major markets and the number of students recruited from these markets for the last year:

Country 1: _____ No. of Students Recruited: _____

Country 2: _____ No. of Students Recruited: _____

Country 3: _____ No. of Students Recruited: _____

No. of Students Recruited for:

Language : _____

High School: _____

Foundation: _____

College & TAFE: _____

University: _____

Please list contractual relationships you have with Universities in Australia below. If there is not enough room below, please provide use the space provided in the attached Schedule C.

University: _____ Years contracted: _____ Total Students Recruited: _____

University: _____ Years contracted: _____ Total Students Recruited : _____

University: _____ Years contracted: _____ Total Students Recruited: _____

Please provide detailed listing of your services and fees chargeable (where applicable) on Schedule D.

Please attach detailed samples of some of your recent marketing materials for recruitment on Schedule E.

Staff Expertise:

Number of Staff: 1 2 3 to 5 5 to 20 > 20

Longest Consultant Experience: <1 year 1 to 3 years > 3 years

Number of Staff Fluent in English: 1 2 3 to 5 5 to 20 >20

Do staffs need any specific training? Yes No

Government & Institute Links:

Government Links:

If based overseas, please provide information on any links you have with Government in your country. (eg liaising with Government to assist strengthen of the education industry, industry training, joint seminars ... etc)

Student Reference: Please provide name and contact details (add and Tel of students your organization have recruited in order for us to get feedback on your organization)

Name	Contact details of student currently in Brisbane or Australia

Reference:

Please provide details of two student recruitment referees, including one from an Australian Educational institution. Please print clearly.

Referring Company 1: _____

Business Address: _____

Country: _____ Post Code: _____

Contact Name: _____

Position: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

Mobile Number: (_____) _____ Email: _____

Referring Company 2: _____

Business Address: _____

Post Code: _____

Contact Name: _____

Position: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

Mobile Number: (_____) _____ Email: _____

To assist us in determining why your agency wishes to represent Intech.

I/we declare that the information furnished is true and correct to our best knowledge.

Signature Name of Authorising Officer Date

Schedule A

Additional Branch/Partnering Office Locations:

Office Location: _____

Business Address: _____

Country: _____ Post Code: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mobile Number: (____) _____ Email: _____

Office Location: _____

Business Address: _____

Country: _____ Post Code: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mobile Number: (____) _____ Email: _____

Office Location: _____

Business Address: _____

Country: _____ Post Code: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mobile Number: (____) _____ Email: _____

Office Location: _____

Business Address: _____

Country: _____ Post Code: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Mobile Number: (____) _____ Email: _____

NB: If there is insufficient room on this Schedule, please make another attachment.

Schedule C

Contractual Relationships with other Training Organizations in Australia:

University Name:	Years contracted:	Total Students Recruited:

Schedule D

Services & Fees Listing:

Please provide detailed listing on your services and fees chargeable (where applicable). These fees are fees charged to the student for your services.

Schedule E

Marketing Materials:

Please attached detailed samples of recruitment marketing materials:

Schedule F

Feedback:

Why does your company wish to become a recruitment agent for InTech Institute of Technology?

What can your company do to facilitate recruitment of international students to Intech?

If granted an Agency Agreement, what number and type of students do you anticipate being able to recruit for Intech?

What features do you see as being unique about InTech Institute of Technology?

For Office Use:

Date Received: _____

Checklist: _____