

# ALPHACRUCIS

## AGENT APPLICATION

PLEASE WRITE IN BLOCK LETTERS

AGENT CONTACT DETAILS	
<b>REGISTERED BUSINESS NAME:</b>	
<b>AUSTRALIAN BUSINESS NUMBER:</b> (if applicable)	
<b>CONTACT PERSON:</b>	
<b>POSITION:</b>	
<b>BUSINESS ADDRESS IN AUSTRALIA:</b> (if applicable)	
<b>OVERSEAS BUSINESS ADDRESS:</b> (if applicable)	
<b>MAILING ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>FAX:</b>	
<b>MOBILE:</b>	
<b>EMAIL:</b>	
<b>WEBSITE:</b>	
<b>OTHER OFF-SHORE LOCATIONS:</b> (if applicable)	

AGENT BACKGROUND			
Years in Business		Years in education industry:	
Main Line of Business:			
Name of Directors			
No. of international students recruited for study each year:			
No. of Students Recruited for Diploma level study:			
No. of Students Recruited for University study:			
To which countries do you send students for study?			
What is your projected number of students you plan to send to Australia in the next six months?			
List the most popular courses you promote now:			

NEW VENTURE	
From which countries do you wish to recruit students for Alphacrucis?	
Which Australian and/or Overseas institutions do you represent?	
How much is your student service fee?	
Does the above fee include Fee for an Australian Student Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which of your offices are fully resourced student recruitment centres? (i.e. phone, fax, computer facilities, areas for speaking with potential students & displaying promotional material)	
What services do you provide to students: (Counselling, visa application, placing students to institutions in overseas countries, accommodation arrangement, air ticket, send off airport, pre- departure orientation, following up while students are in overseas countries)	

OVERSEAS STAFF INFORMATION	
No. of Staff employed in student recruitment/service:	
Has any of these staff worked in Australia? Please provide details.	
Do these Staff speak/read English well?	
Are any members of the staff affiliated or members of Australian or New Zealand Institutions? If yes, please indicate names.	

REFEREES			
<i>Please indicate two to four referees we can contact, including one from an Aust or NZ institution you represent.</i>			
LASTNAME		LASTNAME	
FIRSTNAME		FIRSTNAME	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone		Phone	
Fax		Fax	
Mobile		Mobile	
Email		Email	
Comments:		Comments:	
Contacted by		Contacted by	
Date		Date	

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LASTNAME		LASTNAME	
FIRSTNAME		FIRSTNAME	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone		Phone	
Fax		Fax	
Mobile		Mobile	
Email		Email	
Comments:		Comments:	
Contacted by		Contacted by	
Date		Date	

## Supporting Evidence - Document Checklist

- Completed Agent Application Form
- Supporting Evidence - Document Checklist
  - Any evidence of business structure,
  - Any accreditation documents,
  - Membership details of professional associations
  - References from existing Australian Institutional Partners

Please send your completed form and the following documents to:

Patrick Salas  
Marketing Coordinator

Alphacrucis College  
PO Box 125 Chester Hill NSW 2162 Australia  
Phone: +61 2 9645 9000  
Fax: +61 2 9645 9099  
Email: [international@ac.edu.au](mailto:international@ac.edu.au)