

Brisbane College of Horticulture

Head Office Address: Level 3, 97 Creek Street,
Brisbane QLD 4000

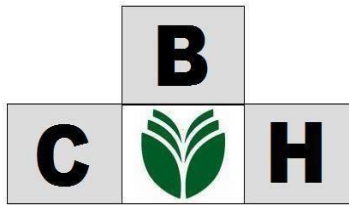
Web address: www.bch.edu.au

Email: info@bch.edu.au

AGENT APPLICATION

PLEASE WRITE IN BLOCK LETTERS

AGENT CONTACT DETAILS	
REGISTERED BUSINESS NAME:	
AUSTRALIAN BUSINESS NUMBER: (if applicable)	
CONTACT PERSON:	
POSITION:	
BUSINESS ADDRESS IN AUSTRALIA: (if applicable)	
OVERSEAS BUSINESS ADDRESS: (if applicable)	
MAILING ADDRESS:	
TELEPHONE:	
FAX:	
MOBILE:	
EMAIL:	



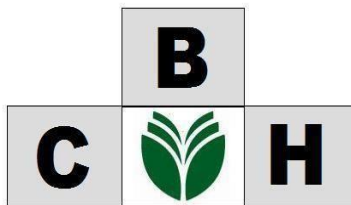
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WEBSITE:			
OTHER OFF-SHORE LOCATIONS: (if applicable)			
AGENT BACKGROUND			
Years in Business:		Years in education industry:	
Main Line of Business:			
Name of Directors			
No. of international students recruited for study last 12 months:			
No. of Students Recruited for Certificate III level study:			
No. of Students Recruited for Diploma level 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:			
From which countries do you wish to recruit students for BCH?			
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	



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<p>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)</p>	
<p>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)</p>	

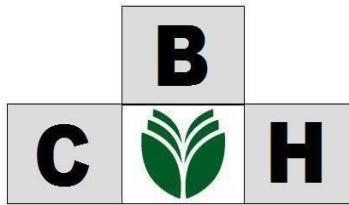
OVERSEAS STAFF INFORMATION

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

REFEREES

Please nominate 2-4 referees, including at least one from an Aust or NZ Registered Training Organisation

Last name:		Last Name:	
First name:		First Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone:		Phone	
Mobile:		Fax	
Fax:		Mobile	



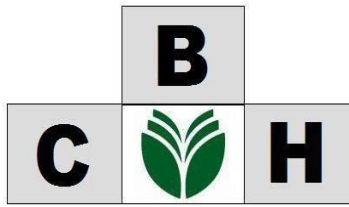
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Email:		Email	
Comments:		Comments:	
REFEREES			
LASTNAME		LASTNAME	
FIRSTNAME		FIRSTNAME	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone:		Phone	
Mobile:		Fax	
Fax:		Mobile	
Email:		Email	
Comments:		Comments:	

Supporting Evidence - Document Checklist

- Completed Agent Application Form
- Certificate of registration of business name or company
- Any evidence of business structure
- Any accreditation documents
- Proof of professional membership e.g. Migration Agents Registration Authority (MARA), Migration Institute of Australia (MIA)
- References from existing Australian institutional partners



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Please send your completed form and supporting evidence documents to:

Administration and Marketing Officer

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Level 3, 97 Creek Street, Brisbane QLD 4000

Phone: +61 480 123 015
Email: info@bch.edu.au