



AGENT APPLICATION FORM

Apex Institute of Higher Education Pty Ltd

T/A Apex Higher Education

ABN: 45615 071853

TEQSA Provider ID: PRV14320

CRICOS Provider Code: 03967J

If you would like to become an authorised student recruitment agency for **APEX** Higher Education (AHE), please complete this agent application form, and submit it to **APEX** Higher Education with the relevant supporting documentation.

Submit via Email:

Download the form, complete the form, scan the completed form and email it with relevant documents to marketing@ahc.edu.au

COMPANY INFORMATION

Registered Business Name:	
Australian Business Number (ABN):	
Migration Agent Registration Authority Number (if applicable):	
Business Address:	
Other Locations (if applicable):	
Telephone:	Fax:
Email:	
Website:	

CONTACT PERSON INFORMATION

Title: Mr/Mrs/Other:	Full Name:		
Position/Job Title:		Telephone:	
Mobile (Please include Area codes and/or extensions):			Fax:
Email:			
Website:			



ADDITIONAL AGENT INFORMATION

Years in Business:	Years in Education Industry:
Name of Director(s) and their Mobile number:	
No. of overseas students recruited in the previous year:	
No. of students recruited to study higher education: <ul style="list-style-type: none">• In the past 5 years:• In the past 1 year:	
What are the main countries you currently recruit students from?	
List the most popular courses you currently promote:	
What is the projected number of students you intend to recruit for Australian Higher Education in the next year?	
What Australian higher education institutions do you currently send most of your students to?	
Please list any Australian associations you currently belong to:	
Has your agency ever had its agreement with a provider terminated? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> - please provide details in a separate document	
What service fees do you currently charge students? Please list each service and related fees:	

REFERENCES



Please provide the contact details for 2 Australian higher education providers you currently represent:

Referee 1:

Name of Institution:	Contact Person:
Position of Contact Person:	
Email:	Mobile/Tel (inc. area code):

Referee 2:

Name of Institution:	Contact Person:
Position of Contact Person:	
Email:	Mobile/Tel (inc. area code):

SUPPORTING DOCUMENTATION

In addition to the information above, please submit the following supporting documentation. If you are unable to submit any of the following, please include a note in your submission.

1. Evidence of membership of professional associations.
2. If your agency has had its agreement with a provider terminated, please include a document detailing the circumstances.

Please note that if you are an agent from India or Pakistan, you must be a member of relevant organisations before AHE can accept your application. For India, the relevant association is the 'Association of Australian Education Representatives in India'. For Pakistan, the relevant association is the 'Association of Professional Education Consultants of Pakistan'.

EDUCATION AGENT CODE OF CONDUCT

Standard 4 of the National Code 2018 outlines the requirements and responsibilities for CRICOS providers who engage education agents to recruit overseas students. The purpose of this Code is to set the minimum standards of conduct and practice that our authorised education agents are required to maintain. The Code specifies the standards of professionalism that AHE expects of our agents, as well as the requirement that prospective overseas students be engaged with honestly and with integrity, so that their (the prospective overseas students') interests and rights are protected. "Agents" in this code refers to all employees of the agency, their sub-agents and contractors.

This Education Agent Code of Conduct has been developed in conjunction with The National Code 2018 Standard 4

We expect our education agents to work with overseas students professionally and in an ethical manner. AHE expects its education agents to comply with this Code. If there are any serious breaches of this code, AHE will seek to terminate the AHE Agent Agreement.



Agent Responsibilities

- Agents are to act with honesty and integrity in all of their dealings with prospective students and AHE. Further, agents are to market and promote AHE courses in such a way that the reputation of both AHE and the broader industry are protected.
- Agents are to demonstrate knowledge of and understand the requirements of both the *ESOS Act 2000* (Cth) and the *National Code 2018*. Further, they are to actively ensure that their staff and sub-agents are properly trained in this area.
- Agents must provide all relevant information regarding the courses and AHE to prospective students in order to allow them to make an informed decision.
- Agents are not to knowingly recruit students where there is conflict with the Standard 7 requirement.
- Agents are not to disseminate false or misleading information about AHE, its courses, its association with other providers, possible migration outcomes, or employment outcomes.
- Agents are to provide up-to-date information to all prospective students.
- Agents must adhere to the **AHE Student Admission Policy and Procedure** for student recruitment. The policy is available in full at (Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>)
- Agents must safeguard the personal and sensitive information provided by prospective students.

APEX Higher Education's Responsibilities:

- **APEX** Higher Education agrees to provide current, accurate marketing materials prior to students being enrolled.
- **APEX** Higher Education agrees to market its courses with absolute integrity and professionalism.
- **APEX** Higher Education agrees to provide services to its students as per the **AHE Letter of Offer and Agreement**.
- **APEX** Higher Education will maintain regular contact with the agent to keep them up to date.

By signing below (hard copy), or ticking the box immediately below (soft-copy), I agree to be bound by AHE's Education Agent Code of Conduct above and other relevant legislation including the National Code 2018. Failure to adhere to the Code of Conduct and relevant legislation will lead to the termination of the AHE Agent Agreement.

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Applicant Name: _____

Position: _____

Signature (hard-copy only): _____

Date: _____

OFFICE USE ONLY

Date application was received:

Have all required information and documentation been provided? ☐ Yes ☐ No

Have reference checks been completed? (Comments about reference checks conducted) : ☐ Yes

Details:



Signature of AHE Marketing Manager:

Date:

Reason for Decision:

PRIVACY AND DISCLOSURE OF INFORMATION ABOUT THE AGENT

1. AHE is required to collect information concerning their Agents which may be shared with the Australian Government as relevant for the purposes of:
 - Ensuring compliance with the ESOS Act 2000 and the National Code 2018;
 - assisting with regulating of Agents;
 - promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
 - facilitating the monitoring and control of immigration.
2. Agents should also note that information about Agents who have agreements with AHE can be accessed by all CRICOS providers through PRISMS. Information that is provided includes:
 - the outcome of the enrolments
 - the percentage of completed COEs by the Agent
 - the number of COEs created with the Agent's involvement against the total number of COEs created for the provider.