



The Knox Academy Australia

Education Agent Application

Please complete this form to apply to become an authorised agent for Hamro Institute of Business Technology Pty Ltd trading as Hamro College for the purpose of recruiting international students to study at the institute.

Agency Details

Type of Business?

- ☐ a sole proprietor
- ☐ a partnership
- ☐ an incorporated company

➤ Name of Proprietor: _____

➤ Name of Partner: _____

➤ Registered company name: _____

Trading Name (if applicable): _____

Number of directors: _____

Name of directors: _____

Place of registration: _____

Date of registration: _____

Australian Business Number (ABN): _____

(or equivalent registration number) _____

Expiry date: _____

MARA no: _____ QEAC no: _____

Correspondence Details

Street address:	Country:
Postal Address:	Country:
Telephone:	Fax:
Email:	
Website:	

Main Contact Details

Name of the Chief Executive Officer/ Director : Mr/ Mrs/Miss/Ms/Dr	
Given Names:	Surname:
Name of your main contact officer: Mr/ Mrs/Miss/Ms/Dr	
Given names:	Surname:
Direct telephone:	Mobile:
Fax:	Email:

Business Profile

How many offices/ representative offices do you have & where are they located?

Are you a member of any agent association or professional industry body?	Yes/No
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Name of the industry body (e.g. Education Agent Association)		Membership Number
Which courses are your clients most interested in? (Please tick relevant boxes)		
<input type="checkbox"/> General English	<input type="checkbox"/> University Foundation	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> Academic English	<input type="checkbox"/> Vocational Education	<input type="checkbox"/> Postgraduate
Any other:		
Which Australian education institutions do you currently represent?		
Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?
Which education institutions do you represent for countries other than Australia?		
Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?
If appointed as an Agent for Hamro College, how many students will you aim to recruit in the first year?		
State briefly how you plan to recruit students to the courses offered by Hamro College?		
Do you charge (or intend to charge) students any fee or commission for processing their application?		
References		
Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.		
Referee 1		
Name:		
Company:	Position:	
Address:		
Phone:	Fax:	
Email:		
Referee 2		



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Name:				
Company:	Position:			
Address:				
Phone:	Fax:			
Email:				
Referee 3				
Name:				
Company:	Position:			
Address:				
Phone:				
Email:	Fax:			
Declaration by the Agent				
<p>I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Hamro Institute of Business Technology Pty Ltd to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Hamro Institute of Business Technology Pty Ltd in accordance with National Code 2007.</p> <p>Authorised Signature: _____ Date: _____</p> <p>Name of the Officer: _____ Position: _____</p>				
<table><tr><td>Application Checklist<ul style="list-style-type: none"><input type="checkbox"/> Application form completed and signed<input type="checkbox"/> Evidence of business registration attached<input type="checkbox"/> Completed and signed Agent Agreement attached</td><td>Return completed application to: Email: marketing@theknox.edu.au P: +61 2 89586070 Post: 5/9 Montgomery Street KOGARAH NSW 2217</td></tr></table>			Application Checklist <ul style="list-style-type: none"><input type="checkbox"/> Application form completed and signed<input type="checkbox"/> Evidence of business registration attached<input type="checkbox"/> Completed and signed Agent Agreement attached	Return completed application to: Email: marketing@theknox.edu.au P: +61 2 89586070 Post: 5/9 Montgomery Street KOGARAH NSW 2217
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Office use only				
Referees checked by:	Agent approved: Yes/ No	Date:		
Approved by:	Agreement signed: Yes/No	Agent Code:		
Comments:				