



Please complete this form and attach your company profile and any other information that you believe is significant for this application.

Business Name	<input type="text"/>	
Principle Entity	<input type="text"/>	
ABN/ACN	<input type="text"/>	
Head Office Address	<input type="text"/>	
Overseas office(s), If Any, Location	<input type="text"/>	
Contact Person (1)	<input type="text"/>	
Contact person (2)	<input type="text"/>	
Phone	<input type="text"/>	Fax <input type="text"/>
Email	<input type="text"/>	
Website	<input type="text"/>	
Referees (Please provide details of at least two contactable referees)	1. <input type="text"/>	
	2. <input type="text"/>	
Institutes/Universities (Please provide details of 4 major institutes you represent)	1. <input type="text"/>	2. <input type="text"/>
	3. <input type="text"/>	4. <input type="text"/>
	Number of Students Recruited Each Year (Total)	
	VET/RTO	HE/University
	ELICOS	SCHOOL

Main Recruitment Markets or Regions	1. <input type="text"/>	2. <input type="text"/>
	3. <input type="text"/>	4. <input type="text"/>
	Do you work with sub-agents?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide names and cities.	1. <input type="text"/>	2. <input type="text"/>
	3. <input type="text"/>	4. <input type="text"/>

Business Background

Write in detail number of years in business and any other related business history. Attach supporting documents, if needed (e.g. Business Profile)

List of Services Provided to Prospective International Students

1.

2.

3.

4.

5.

Professional or National Association Memberships

1.

2.

Understanding and Complying with ESOS Requirements

What are ESOS and The National Code?

List the main responsibilities of Agents under the National Code.

How you and your staff members ensure that all student recruitment related activities comply with the National Code?

Which key policies and procedures support your student recruitment operations and activities?

Please outline three reasons why you would like to represent our organisation

Information

Please indicate how you plan to advertise our courses and offers in your market

You understand and agree that you must not make any guarantees about achieving residential status in Australia as a direct result of student enrolment in a Highgate International College's course

Yes

No

Consent

You are prepared to comply with all requirements of Highgate International College in relation to advertising and course materials, application procedures and providing information to prospective students

Yes

No

You are prepared to only use materials supplied by Highgate International College to promote and market Highgate International College's courses; without any alternations or modifications

Yes

No

**Attachments
I/We have attached**

Full Company Profile

Copy of Certificate of Business

Signature

Date:

Please complete this form and send it with all the supporting documents to:
Email: marketing@hic.edu.au OR Post: Level 3, Adelaide Terrace, Perth 6000 WA Australia.

Version 2.0: Jan 2023, Approved: CEO, Next Review: Dec 2024