



Application form

To become an ACPE Agent

Thank you for your enquiry to be an ACPE Agent.

To assist you in the process of applying, we have provided the following guidelines:

ACPE Agent Application form

This application is for Educational Advisors who have:

- Never been registered as an ACPE Agent
- Not been registered with ACPE within the last 24 months

Who needs to register

Educational Advisors, who use education consulting procedures to provide advice and assistance to students wishing to study at ACPE, must apply to be a Registered ACPE representative (ACPE Agent).

Assessment of application

The standard processing time for an application is 3 to 4 weeks from the receipt of a completed application. If you do not provide all of the information required, your application may be delayed. An uncompleted application will be held by ACPE for up to 60 days. If further information required has not been received within 60 days after the request has been sent, your application will lapse automatically without further notice.

If your application is approved, ACPE will:

- Send you the ACPE Agent Agreement for your signature; and
- Request the signed Agreement to be returned within 30 days.
- Agreements not returned within 30 days of the date of the agreement it may result in your ACPE agreement being placed on hold.

Company profile

Company name:	
Previous/Other Trading Name:	
Operational / Street address:	
Town / City:	
State:	Post / Zip code:
Country:	
Email address:	Website:
Telephone:	Skype:
Postal address: (if different from street address)	
Town / City:	
State:	Post / Zip code:

Application

If you decide to apply to become an ACPE Agent, you should ensure the application is completed in full including:

- Applications must be submitted electronically/typed (handwritten applications will not be accepted).
- Applications must be signed and dated by the Owner or Director of the company.
- Australian based Educational Advisors – Australian Business Number (ABN) must be included.
- Personal bank account details will not be accepted.
- Contact details of three professional references from a professional or educational institution with a minimum working relationship of 12 months. Referees should be a senior management staff of that company.

Year founded:	Years as an Educational Advisor:	Number of staff:
Business profile / Strategic plan: Yes (Please attach) No		Organisational chart: Yes (Please attach) No
Number of offices / locations (List)		
Sub-agencies (List)		
Partnerships with other agencies (List)		
Associations / affiliations / training certificates with any other relevant organisations (List)		
Associations / registrations with any local authorities / governments / councils / etc. (List)		
Please advise names of three (3) other institutions you represent	1.	
	2.	
	3.	
Has your company, or any individual within your company, ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?		

Educational Company Director

Please indicate the geographical territories you will recruit students from (List)		
Position / Job title:		
Title: Mr Mrs Miss Ms Other		
First name:		
Family name:		
Telephone/ Mobile:		
Email address:		
Please indicate the geographical territories you recruit students to (List)		
Where do you source your students from? (Please enter a percentage of students recruited from each source)	Local school relationships	%
	Online advertising campaigns	%
	Hosting expos, fairs and / or seminars	%
	Operating or supporting an international foundation	%
	Operating or supporting university test preparation programs	%
	Word of mouth	%
	Other	%
What media do you use for advertising?		
What type of programs do you send your students to? (Please enter a percentage of students sent to each program)	Language	%
	High School	%
	University - Undergraduate	%

	University – Postgraduate		%
	University – Pathways programs		%
	Internships		%
	Other		%
Visa success rate (Please enter student visa success rate as a percentage)			
What services do you provide to students?			
Please provide details of any fees you charge students			
How many counselors do you employ?			
Please advise if you, or any of your staff, have studied in Australia			
Please advise if you, or any of your staff, have visited the ACPE campus			

Bank details (for compensation/marketing fee payments)

This section is compulsory and must be completed in full including payment currency. Please refer to Appendix A for a list of countries where IBAN is mandatory. Include additional bank details as an attachment.

Bank name:
Branch name:
Bank address:
SWIFT code:
IBAN number:
BSB / IFS / Sort code:
Account number:
Account name:
Account holder address:
Email address for remittance advice:
Payment currency - tick all that may apply (Note: Payments to Canada can only be made in Canadian Dollars) AUD USD GBP HKD CNY INR NZD SGP CAD Other:

Referees

Please provide the name and contact details of two(2) referees from professional institutions. Referees should be from a professional or educational institution.

This section **must** be completed.

First referee

Institution:
Contact name:
Position:
Email:

Second referee

Institution:
Contact name:
Position:
Email:

Other information

We expect our representatives to provide accurate advice about visa requirements, study options as well as assistance with applications, travel arrangements and pre-departure information. Please provide any additional information in support of your application. Please also use this section to provide details of any other branch offices you may have.

Declaration

I am interested in representing ACPE as an Educational Agent and I agree to do so in an honest and professional manner. I agree that the information I have provided is true and correct and am fully aware that any false or misleading statements may result in an automatic denial of my application or subsequent cancellation of my ACPE contract.

Signed: To be signed by the Owner or Director of the company	Name:
	Position:
	Company name:
	Date: DAY / MONTH / YEAR

Agency stamp

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