

Adelaide Culinary Institute (ACI)

Telephone: 08 7001 6145 Email- admissions@culinaryadelaide.sa.edu.au

Education Agent Application Form

Thank you for considering Adelaide Culinary Institute (ACI) as a potential business associate. If you decide to apply to become a registered ACI agent, please:

- Complete all questions in this application form
- Provide proof of business registration from your country such as a certified copy of business registration
- Send the application form and supporting documents to ACI

Agent obligations

Before making an application, you should be familiar with the following:

- Education Service for Overseas Student Act 2000
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student (The National Code 2018)
- ACI website It is also recommended that you visit: www.culinaryadelaide.sa.edu.au
- The Australian Government Department of Home Affairs
(<https://immi.homeaffairs.gov.au/>)
- The Australian Government Department of Education, Skills and Employment website (<https://internationaleducation.gov.au/>)

Ongoing communication

ACI is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. ACI will also display your contact details on the ACI website for the benefit of prospective students seeking to find an education agent.

Change of Contact Information

- Please keep your business contact details updated at all times.
- ACI cannot be responsible for any delays caused by business contact changes without proper notification.
- To update your business contact, please contact ACI on Telephone: 08 7001 6145 Email- admissions@culinaryadelaide.sa.edu.au

Agent Company Details

Agent name:			
Background, qualifications, and previous experience:			
Business trading name:			
Business registration number:			
Postal address			
Country			
Telephone contact			
Email address			
Number of staff/counsellors:		Number of years in operation	

1. Description of your major business activities:

2. Detail membership of professional associations:

3. Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.

Understanding of and Complying with ESOS requirements

1. Are you prepared to regularly monitor The Australian Government Department of Home Affairs website (https://immi.homeaffairs.gov.au/)	Yes	No
2. Are you prepared to regularly monitor The Australian Government Department of Education, Skills and Employment website (https://internationaleducation.gov.au/)	Yes	No
3. Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2018)?	Yes	No
4. Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?	Yes	No
5. Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Home Affairs website referred to above?	Yes	No
6. Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students?	Yes	No
7. Are you prepared only to use material supplied by ACI to describe the organisation and its courses?	Yes	No

Referees

Please list the names of two (2) referees who can vouch for you and your company's financial standing and their contact details.

Name: _____

From: _____

Telephone: _____

Email: _____

Name: _____

From: _____

Telephone: _____

Email: _____

Proposed Agreement

Are you prepared to enter into an Agreement with ACI in accordance with International Education Agent Agreement? Yes or No

Signed by: _____ **Date:** _____

Print name: _____