

Becoming a registered agent

ABSI provides a single point for all marketing, recruitment, admissions and enrolment activities for the ABSI group of schools listed on the website: www.australianboardingschools.com.au and www.schoolsboardingusa.com - so all registration enquiries are directed to us.

We welcome applications from any agency which is interested in representing the ABSI schools.

As an agent for each of the schools in Australia, your business will be required to comply with:

- The Australia's Education Services for Overseas Students Act 2007 (ESOS Act)
- The Education Services for Overseas Students Amendment (Re-registration of Providers and Other Measures) Act 2010 (ESOS Amendment Act)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

You can get more information about this legislation from [International Education](#). ABSI also recommends that all agents complete the education agent training course provided by [Professional International Education Resources](#) (PIER).

To become a registered agent within our intranet system and to be issued Agency Agreements with our schools, follow these steps:

Step 1

Complete the attached [AGENCY AGREEMENT – AGENCY DETAILS FORM](#) and return it to us by email: newagent@australianboardingschools.com.au or newagent@schoolsboardingusa.com

You are required to provide the names of two referees from Australian or American educational institutions who can verify the quality of your recruitment efforts and a copy of your agency profile.

Step 2

Every agent application is assessed on its own merits. We must have this information received by all wishing to gain access to download and sign off the new agency agreements of our schools.

As explained, becoming an agent representative of the ABSI schools requires a procedure to be followed. In some cases, we may put an agent agreement issuance 'on hold' until your agency recruits its first student to one of the ABSI schools. Based on this enrolment, ABSI may then offer your agency a formal agreement to each of the ABSI schools. We recommend your agency to our schools, however the final approval is granted by the School itself. ABSI facilitates all agency agreements for the schools, please do NOT contact the schools directly or you will jeopardise being issued an agency agreement. The schools insist that all agencies work through ABSI.

The Agent Agreement sets out your responsibilities as a representative for the school and the school's responsibilities to you. The Agent Agreement also provides information about processes for monitoring your activities, and actions the school or ABSI can take in the event that you do not fulfil your responsibilities. Once you have access to download agreements, we request that you read each school's Agent Agreement carefully, each school varies in conditions and commission paid, sign and return it to us within 30 days. During this time, we can still accept applications from you for students who wish to study at any of the ABSI schools and you will be honoured your commission for either the 'first' student (by the school into which the student enrolled) and within the 30 days while waiting to sign updated and reissued agreements, you will also of course be honoured commission by a school, for a student enrolled into that school, providing you have worked via ABSI, if not we cannot assist you with commission claims.

Step 3

When the Agent Agreement has been signed and returned to us, we will then send you an official Agent Certificate recognising you as an approved agent of ABSI. At this time, ABSI is happy to work closely with you in your student recruitment efforts. We look forward to welcoming your students to our ABSI schools.

Step 4

Each Agent Agreement is reviewed December each year. Providing the ABSI schools are satisfied with performance, integrity, and agents have followed procedures directed and have acted efficiently and honourably, ABSI will recommend a rollover into the next calendar year review period of the Agency Agreement. Should there be an issue ABSI will notify the agency in writing of the issue and that the agency agreement issued may be withdrawn, or granted a further one-year notice of performance review period. All agency agreements are renewed subject to a performance review and in Australian, is dependent on your ongoing compliance with the ESOS Act, ESOS Amendment Act and National Code of Practice 2007.

Step 5

Our schools will co-sign Agency Agreements. These will be uploaded to your secure area, you will receive a login notification email once you return the form attached AGENCY AGREEMENT – AGENCY DETAILS FORM. When agency agreements are uploaded you will receive a notification email advising you that agreements have been uploaded to your intranet MYHub area, for finalising your files, you are able to download the agreements from the MYHub ABSI intranet.



Annie Weatherburn
GLOBAL MANAGING DIRECTOR
ABSI Admissions Centre for schools of the ABSI Group



AGENT AGREEMENT - AGENCY DETAILS FORM

COMPANY INFORMATION

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| Name of organisation: |
| Name of Principal (Managing Director) of Company: |

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| Company registration number, Employer Identification Number, or Australian Business Number (if applicable): |
| Migration Agent Registration Number (if applicable): |

| | |
|--|-------------|
| Address: | |
| | |
| | |
| Telephone: | Fax: |
| Generic Email: | |
| <i>A generic email is useful to allow all counsellors access to our secure intranet to download school docs, forms, info only)</i> | |
| Website: | |

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|--------------------------------------|
| Name of main contact person: |
| Email of main contact person: |

COMPANY BACKGROUND

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| Year established as education agency: |
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| Countries in which you refer students to: |
| <input type="checkbox"/> Australia <input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> UK <input type="checkbox"/> Other |

| |
|---|
| In which geographical areas do you recruit students? |
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| | |
|--|--|
| How many staff are employed? | |
| How many staff are education counsellors? | |

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| Please provide details of education agent training undertaken by staff: | |
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|--|--|
| Please provide details of your company's membership of any education industry associations: | |
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|--|-------------|----------------|------------|
| Average number of students recruited each year for: | | | |
| Australia: | USA: | Canada: | UK: |

| | |
|--|--|
| Please provide details of any visits you or your staff have made to any of the ABSI schools (year, name of school): | |
|--|--|

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| Please provide details of recruitment for any of the ABSI schools (if applicable) in the past: | |
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| What are marketing activities undertaken for the recruiting students for overseas study? |
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|---|------------------------|
| Please indicate the services you provide to students : | |
| Study counselling | Pre departure Briefing |
| Parent Liaison | English Testing |
| Visa Application | e-Visa |
| Other services, please describe : | |
| | |

REFERENCES

| | | |
|---|--|--|
| Please provide details of two referees at Australian or American education institutions you represent. We will contact these people to obtain further information. | | |
| Referee Name | | |
| Position | | |
| Institution Name Location (ie City) | | |
| Email | | |
| Phone | | |

DECLARATION

I agree, on behalf of all officers and our company, that we are bound by the provisions of the Australian ESOS Act 2000 and will comply with Standards 1, 2 and 3 of the Australian National Code 2007. I further understand that enquiries, applications and any other matters: relating to international marketing/recruitment, visits to schools or request of support to our agency by way of advertising/marketing must be directed to ABSI and not to an ABSI school. All counsellors at our Agency will be advised to direct student enquiries/applicants to: enrol@australianboardingschools.com.au

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|----------------|--------------|
| Signed: | Date: |
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