



The Matt Christie Institute of Australia

Agent Application Form

Legal Name of Agent:

Trading Name of Agent:

Agent Contact Person:

Address:

Email:

Phone:

Fax:

Web Address:

Country/ Countries representing:

Why do you wish to recruit students on behalf of MCIOA?

Do you currently recruit students for any other education provider/s?

Yes or No

(Please circle)

If yes- please provide the details for two providers

Name of Provider 1:

Address:

Country:

Contact person:

Phone:

Number of students sent to provider in the last 12 months:

Name of Provider 2:

Address:

Country:

Contact person:

Phone:

Number of students sent to provider in the last 12 months:

Please include the following with your Agent Application form: -

1. Business registration certificate
2. Agent registration certificate (if available)
3. Any other documents to support your application

Disclaimer:

When signing this application form the Agent is authorising MCIOA to conduct reference checks on the Agency. Reference checks will be conducted by contacting the education providers listed in this form by the Agent. All information completed in this form by the Agent is true and correct at the time of submission. Agents will only be approved once all reference checks have been completed. Progress Performance Meetings will be conducted every three months by MCIOA.

I understand that once the application process has been completed I will be advised in writing of the outcome of the Agents application. Agents will be approved to recruit students for MCIOA for the period of 12 months.

Name of Authorised Agent Representative:

Signature of Authorised Agent Representative and Date:

Witness Name

Signature of Witness and Date:

Office use only

Provider one reference check: By phone: _____ By Email: _____
(initial and date) (initial and date)

Notes:

Provider two reference check: By phone: _____ By Email: _____
(initial and date) (initial and date)

Notes:

Application Outcome: (circle) Approved / Not Approved

If approved:

Agent Letter prepared: _____ Certificate of MCIOA Recruiter issued:

(initial and date)

(initial and date)

If not approved

Agent letter prepared explaining reasons: _____
(initial and date)

Agent Advised: _____
(initial and date)

MCIOA Database updated: _____
(initial and date)