



Education Agent Agreement Form

Details

Agent Number:			
Date:			
Name:			
Legal Entity:			
Trading Name:			
Business Number:			
Address:			
Phone:		Fax:	
Email:		Website:	

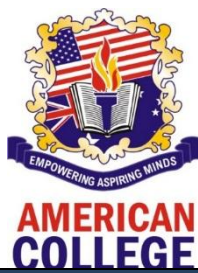
Section 1: Responsibilities

Education Agent

1. At all times and in a professional and ethical manner, abide by the National Code and ESOS Act, including:
 - The provision of services in accordance with the National Code and ESOS Act, and
 - Keeping up to date of all changes
2. At all times and in a professional and ethical manner, abide by the Education Agents Code of Conduct.
3. Obtain and Maintain appropriate insurances.
4. Employ appropriately qualified staff.
5. Promote American College programs with integrity and honesty.
6. Use American College marketing materials to accurately represent programs and services.
7. Recruit students with honesty and in an ethical and responsible manner.
8. Assist prospective students with enrolment and to find suitable programs.
9. Advise students on the process for application of enrolment and VISA requirements such as:
 - Accommodation
 - Overseas Student Health Cover
 - Course Fees, Payments and Refunds
 - Attendance and Progression
 - English Language Proficiency
10. Ensure that applications are complete and all relevant documentation is provided, in order to minimise processing time.
11. Advise American College of any suspected fraudulent activity of the student.
12. Advise American College any Complaints or Appeals.
13. Above all, and at all times, act in the best interest of the student and American College



RTO
<ol style="list-style-type: none"> 1. Monitor the Education Agent to ensure they comply with the conditions of this contract. 2. Provide and Update Marketing Material that: <ul style="list-style-type: none"> - Accurately reflects the programs and services provided by American College - Outlines application procedures - Outlines admission requirements - Outlines Fees, Charges and Refunds - Outlines American College’s obligations as an education provider 3. Provide the Agent with sufficient information to accurately inform students of services offered by American College. 4. Process all completed applications submitted by the Agent 5. To conduct business in a professional and ethical manner and to keep the Agent informed of all changes 6. In the event of a breach in the conditions, TERMINATE this agreement.
Section 2: Termination
Terminating this Agreement
<ol style="list-style-type: none"> 1. Either party can terminate this agreement at any time by providing 8 weeks written notice. 2. American College can terminate this agreement at any time with immediate effect in the event the Agent breaches any of the conditions of this agreement. 3. American College can terminate this agreement at any time with immediate effect in the event the Agent breaches any of the conditions of the National Code and ESOS Act. 4. American College can terminate this agreement should the Agent fail to refer any students within the previous calendar year, by providing 4 weeks written notice. 5. When this agreement is terminated, the Agent must: <ul style="list-style-type: none"> - Immediately cease promoting and advertising programs and services offered by American College - Return all materials provided to them by American College in the course of effecting this agreement - Submit all prospective student applications received up to the date of termination
Section 3: Commission Payments
30% of tuition fees when paid inclusive of payment plans
Section 4: Guidelines
General
<ol style="list-style-type: none"> 1. This agreement constitutes: <ul style="list-style-type: none"> - The full agreement between American College and the Education Agent, and - Replaces and supersedes any previous agreements. 2. This agreement may only be altered in writing and must be signed by both parties.



Section 5: Agreement

1. This agreement provides a legal contract between American College and the Education Agent.
2. Both parties agree to abide by the conditions of this agreement and shall notify either party in the event of a change of circumstances or details that may affect this agreement.
3. By signing this document, both parties agree to the conditions and fully understand the requirements to carry out this agreement if full.

Education Agent		American College	
Name:		Name:	
Position:		Position:	
Signature:		Signature:	
Date:		Date:	
Witness		Witness	
Name:		Name:	
Position:		Position:	
Signature:		Signature:	
Date:		Date:	