

## UQ College - Agent Application Form

- Thank you for applying to become an ELICOS-only agent with UQ College. Please complete the application form **SECTION 1-5** and return to: [agentcommissions@uqcollege.uq.edu.au](mailto:agentcommissions@uqcollege.uq.edu.au) for review and submission for UQC approval.
- **SECTION 6** is for UQ College Office use ONLY, please **DO NOT** Fill this section.
- Once this form is approved, UQ College Corporate Services will then contact the potential agent to commence the appointment.

### Section 1. Company Details

Legal Entity/Name			
Trading Name			
Country of Registration			
Office Address			
Contact Person		Phone/Mobile	
Primary Email		Alternate Email	
Website		ABN (if Applicable)	

### Section 2. Details of Company Director/Executives

Name of Company Head		Gender	
Direct Email		Mobile	

### Section 3. Business Survey

Are you an UQ Alumnus?	
When was your agency established?	
What Australian Education Providers do you currently represent?	
From which country/countries does the company primarily recruit students?	
How many students did you send to Australia last year?	
Has your company ever had its agreement terminated with any Education Providers?	
What courses do you think will be popular for your students?	
How many students do you believe you can send to UQC in the next 12 months?	

#### Section 4. REFERENCES

Reference 1		Reference 2	
Full Name		Full Name	
Position		Position	
Institution		Institution	
E-mail		E-mail	
Mobile		Mobile	

#### Section 5. Why should we work with you?

## Section 6: Approval - For UQ College Office Use ONLY

- This section of the form **must** be completed before the application will be processed.
- Declaration of conflict of interest must be completed before this form can be approved.
- Once this form is approved, please return the form to the [agentcommissions@uqcollege.uq.edu.au](mailto:agentcommissions@uqcollege.uq.edu.au) for processing.

### A. Regional Manager approval

*This section of the form **must** be completed before the application will be processed.*

- I have reviewed the application and advise that the information provided is accurate and complete.
- I declare there is no conflict of interest (actual, potential or perceived) in the selection of this agent.  
Refer to GM3.1.01 UQC Conflict of Interest Policy

Name	Signature	Date

### B. Senior Manager, Corporate Services approval

*This section of the form **must** be completed before the application will be processed.*

- I have reviewed the application and advise that the information provided is accurate and complete.
- I agree to the use of my electronic signature in preparing the agent agreement.
- I declare there is no conflict of interest (actual, potential or perceived) in the selection of this agent.  
Refer to GM3.1.01 UQC Conflict of Interest Policy

Name	Signature	Date

### C. CEO approval

*This section of the form **must** be completed before the application will be processed.*

- I have reviewed the application and advise that the information provided is accurate and complete.
- I agree to the use of my electronic signature in preparing the agent agreement.
- I declare there is no conflict of interest (actual, potential or perceived) in the selection of this agent.  
Refer to GM3.1.01 UQC Conflict of Interest Policy

Name	Signature	Date