

## AGENT APPLICATION GUIDELINES

The Application Guidelines have been designed for International Education Agent's seeking to represent Crown College International.

**Step 1** Complete the International Education Agent Application form

Crown College International will undertake 3 reference checks of your Agency. If you send in supporting documentation, you must send certified **copies**. These copies will be retained by Crown College International and will not be returned to you.

It is recommended that you keep a copy of your Application Form for your own records.

**Step 2** Send the following documents to;

Sales & Marketing Officer  
Crown College International  
Locked Bag 4  
Port Melbourne VIC 3208

Email: [enquiries@crowncollege.edu.au](mailto:enquiries@crowncollege.edu.au)

- Completed Application Form
- Registration of Business Certificate
- Any other supporting certified copies of documents

**Step 3** Crown College International will undertake an assessment of your Application. This may take 3 to 4 weeks. If all of the required information is not received with the initial application, this may cause further delays in the processing time. An incomplete application will only be held by Crown College International for 30 days and if the outstanding information is not received, your application will be considered as lapsed without further notice.

**Step 4** If your Application to represent Crown College International is approved, the Sales & Marketing Officer will send you the Agent Agreement. You are to read the Crown College International Agent Agreement carefully. If you are happy to agree to the terms, conditions and commissions please sign and return one copy of the Agreement to the Sales & Marketing Officer.

**Step 5** On the successful completion of your Agent Agreement, the Sales and Marketing Officer will issue you with the following;

- Crown College International Agent Certificate
- Crown College International Agent Manual

You are required to keep all of your agency details up to date at all times. Crown College International will use your business contact details to advise you of receipt of any notifications and other administrative issues in relation to our Agreement with your Agency.

Crown College International will not be responsible for any delays caused by out-of-date business or contact details.

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