



REPRESENTATIVE AGREEMENT

Between

Crown Institute of Business & Technology
ABN 86 116 018 412 CRICOS Provider Code: 02807D

and

The Representative

1. This Agreement is made this (Date) between **Crown Institute of Business and Technology Pty Ltd.**, ABN 86 116 018 412 trading as the **Crown Institute of Business and Technology** located in 116 Pacific Highway, North Sydney, NSW 2060, hereinafter referred to as **(CIBT)**

and located in

.....

..... hereinafter referred to as **"the representative."**

2. It is agreed that the **CIBT** will appoint the **representative** as an International Educational Consultant for the purposes of obtaining enrolments of suitable students in

(Course:

.....)

as may be listed on the CRICOS Register and delivered by **CIBT** in New South Wales. **CIBT** may promote its courses via newspaper advertising, seminars, schools and university visits, interviews and promotional activities felt appropriate by **CIBT** at any time.

3. The **representative** agrees to act on behalf of **CIBT** for the purposes referred to above on the following terms and conditions:
- a. The **representative** will represent **CIBT** to promote and interview students for **CIBT** courses at the representative office and other offices as may be opened from time to time.
 - b. Such fees will be payable monthly or as agreed between CIBT and The representative based on the invoices sent by the representative for services as rendered and shall not exceed % of the tuition fee
 - c. All tuition and enrolment fees paid by the student(s) are to be forwarded in full to CIBT.
 - d. The **representative** will assist potential student applicants to obtain the relevant visa approval.
 - e. The term of this agreement is for and renewable upon expiry as the parties hereto agree.

- f. The agreement may be rescinded by either party giving a months notice in writing, but should there be reasons to suggest inappropriate representation, the matter is to be dealt with as per clause 3j.
 - g. Each party agrees to respond promptly and attend to inquiries at least within 24 hours.
 - h. The **representative** agrees to comply with the :
 - i. Code of Ethics of the Ministerial Council on Education, Employment, Training and Youth Affairs.
 - ii. National Code of Practice in the Provision of International Education and Training Services (You should avail this through direct request to **CIBT**), and
 - iii. will properly and ethically counsel student applicants on behalf of **CIBT**.
 - i) The **representative** agrees to report to **CIBT** on a monthly basis on:
 - i. details of students recruited for **CIBT**
 - ii requests for any promotional material required
 - j) Any disputes arising from this agreement will be dealt with by an agreed arbitrator appointed in the city closest to where the enrolment occurred.
4. The **representative** must clearly communicate to the student **CIBT**'s procedure in case of student's default. Confirmation of **CIBT** policy must be provided to the student prior to the student making payment.
 5. The **representative** must inform overseas students accurately of the requirements of the course and there must not be any suggestion that they do not have to study or attend classes.
 6. Recruitment of overseas students must be conducted in an ethical and responsible manner.
 7. The **representative** must read and agree to comply with all sections of The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas student (The National Code) relating to overseas students.

**Signed on behalf of
Crown Institute of Business & Technology**

.....
(Signed)

.....
(Signed by witness)

.....
(Please Print Full Name & Date)

.....
(Please Print Full Name & Date)

Signed on behalf of

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(Signed & Chop)

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(Signed by Witness)

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(Please Print Full Name & Date)

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(Please Print Full Name & Date)