



AEI PROVIDER PROMOTIONAL SERVICES APPLICATION FORM (No fees applicable)

This form should be printed out, filled in and faxed to AEI in Canberra on 02 6240 7196. Please read the Terms and Conditions below before completing this form. Your application should be signed where indicated at the bottom of Section 4

Please tick appropriate boxes where indicated.

SECTION 1

Your organisation's details

New client:

Current client

Trading Name

CRICOS Code/s (If applicable):

Please list all if more than one

Postal Address:

State

Postcode

Contact person for your organisation (usually head of your international marketing)

Salutation:

First Name:

Surname

Position

Email Address (please print):

Phone:

Fax:

What is your main sector of education activity?

Higher Education

VET

School

ELICOS

None

How many overseas students, in total, were enrolled in your institution during 2003 (if any)?

SECTION 2 Markets

In which countries would you like AEI to display your promotional materials if possible? Your preference for the student referral arrangements in each selected market must also be indicated below (eg. *Refer students to Local Agent(s)*, or, *Refer Students to Australian Contact(s)*). AEI is unable to offer promotional services if this information is not provided. If you have any queries please phone 1800 659 579 or email aei@dest.gov.au Other requirements are listed under Terms and Conditions (Section 4).

Market please tick	Student and Agent Referral Arrangements Established If insufficient space please attach sheet. Full details will be requested separately (such as actual contact details) following approval of your application
<input type="checkbox"/> India	
<input type="checkbox"/> Indonesia	
<input type="checkbox"/> Japan	
<input type="checkbox"/> Malaysia	
<input type="checkbox"/> China	
<input type="checkbox"/> Hong Kong	
<input type="checkbox"/> South Korea	
<input type="checkbox"/> Taiwan	
<input type="checkbox"/> Thailand	
<input type="checkbox"/> Vietnam	
<input type="checkbox"/> United Arab Emirates	
<input type="checkbox"/> North America	
Latin America	<p>AS a result of limited space available for display of materials, the service of display/distribution of institution brochures etc will not be available.</p>
<input type="checkbox"/> Other	<p>For display of materials in markets covered by AEI-Austrade partnership, including Europe, Gulf States and Brazil, please contact the Austrade office to discuss possible arrangements. Austrade contacts are listed at: http://aei.dest.gov.au/general/contacts/internat.htm</p>

Once your application is received and approved, you will be advised when you are able to send your materials directly to the relevant AEI outlet. The addresses are listed at <http://aei.dest.gov.au/AEI/AboutAEI/AEIContacts/InternationalNetwork/Default.htm>

If you have any queries about this form please contact AEI by phone on 1800 659 579 or by email to aei@dest.gov.au

SECTION 3

Study in Australia Web Site

CRICOS registered providers who have their material being distributed through the AEI network (Section 2) are eligible to have their institutional details also featured on the 'Study in Australia' web site. There is no fee for this service. All requirements and details of arrangements are listed at: <http://aei.dest.gov.au/details/details.htm>

If you wish to apply to have your institution's promotional materials uploaded to the 'Study in Australia' web site please indicate the email address of the person in your organisation who is managing this material:

You can view the website at: <http://studyinaustralia.gov.au> If you have any queries about the website, please email: studyinaustralia@dest.gov.au

SECTION 4

Terms and Conditions

The parties acknowledge that the Commonwealth, represented by Australian Education International (AEI) as part of the Department of Education, Science and Training, has a primary responsibility to serve the Minister for Education, Science and Training, and to provide services to all Australian organisations. Accordingly, services under this application cannot be provided to the Client on an exclusive basis.

1. Provision of services

The Services provided for under this application are set out in the AEI Provider Promotional Services set out at the link below or as otherwise advised by AEI to the Client from time to time.

<http://aei.dest.gov.au/AEI/OffshoreSupport/MarketingAndPromotion/ProviderPromotionalServices/Default.htm>

2. Disclosure of information

Any material created by AEI or received by AEI from the Client (whether in writing or verbally), which contains information about the Client, shall not be made available to third parties without the prior approval of the Client.

3. Intellectual Property rights

The ownership of and copyright in all material created by AEI in connection with the provision of the Services will vest in the Commonwealth.

4. Liability and Indemnity

4.1 AEI will not be liable for delay or failure in performing the Services if the delay or failure results from force majeure, Act of God, or any government act, fire, earthquake, explosion, accident, industrial dispute, civil commotion, breakdown in electronic communication services (including when the breakdown is due to a computer virus), impossibility of obtaining materials or anything beyond the control of AEI and whether happening in Australia or elsewhere.

4.2 AEI will not be responsible for any loss or damage caused by the transmission of any computer virus infection to the Client's own equipment.

5. Information and Comment

5.1 The information and comment available to the Client through the Services comes from a wide range of sources and does not necessarily represent the views or policies of the Australian Government. AEI does not independently verify the information and comment available through the Services. The Client should independently confirm and verify any information obtained through the Services before taking action in relation to any such information.

5.2 No warranty is given for the currency, completeness or accuracy of the Services, and no responsibility will be accepted by AEI, its Clients, Partners, the Commonwealth of Australia or any of their officers, employers or agents for any errors or omissions in the information provided.

6. Display and distribution

6.1 Only eligible entities with a demonstrated significant interest in, and capacity for, overseas marketing activity as evidenced by: an overseas student enrolment in 2003 totalling 25 or over students or, the applicant indicating a strategic objective to reach this number, are eligible for the services.

6.2 Display of Clients' materials to international students will be limited by the capacity of the AEI office and/or Australian Education Centre in each AEI Market noted in Section 2 (above) or otherwise advised to the Client.

6.3 With regard to the display and distribution of Clients' materials to potential international students, AEI must comply with the relevant provisions of the Education Services for Overseas Students Act 2000 (the ESOS Act). In providing materials for display and distribution, the Client must not:

- provide or promote a course without being a registered provider or having an arrangement with a registered provider (section 8 of the ESOS Act);
- engage in misleading or deceptive conduct (section 15 of the ESOS Act); or
- fail to appropriately identify the registered provider in written material (section 107 of the ESOS Act).

6.4 The Client must comply with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the ESOS Act (the National Code) where applicable.

6.5 Clients' materials, which do not comply with the ESOS Act and the National Code, will not be displayed or distributed.

7. Compliance with law

7.1 Chapter 7 of the Criminal Code (Commonwealth) provides for offences which attract substantial penalties, including theft of Commonwealth property and other property offences, obtaining property or financial advantage by deception, offences involving fraudulent conduct, bribery, forgery and falsification of documents.

7.2 Clients acknowledge that they are aware that the giving of false or misleading information is a serious offence under the Criminal Code (Commonwealth).

8. Right to refuse application for services

There will be no arrangement between the Commonwealth and the Client until acceptance by the Commonwealth of the completed Provider Promotional Services Application Form. The Commonwealth reserves the right to refuse an application to access to the Services, notwithstanding the prior negotiation between AEI and the proposed Client.

9. Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

Clients who are required by the ESOS Act to be registered to CRICOS must be registered and approved both at the time of application and for the duration of the service period. An accepted application will automatically be suspended or cancelled should a Client's CRICOS registration be revoked.

Application sign-off

I, _____ the _____
(name) (position/role)

of _____ have read
(organisation)

the terms and conditions, above and wish to apply for AEI Provider Promotional Services in the markets indicated at Section 2 above for the period commencing on the date of AEI approval

Signed: _____ Date: _____

Privacy Notice

Personal information, as defined in section 6 of the Privacy Act 1988, is collected on this form to liaise with the Client for the purposes of this agreement and related AEI services. Information on this form can be disclosed without your consent where authorised or required by law. Please refer to <http://www.dest.gov.au/directory/privacy.htm> for further information on the department's privacy provisions.

When signed, please fax this form to (02) 6240-7196