

# Agent Reference Check Form

Please complete and email this form back to Melbourne Institute of Business and Commerce, with attention to Marketing Manager/ CEO: [admin@mibc.com.au](mailto:admin@mibc.com.au)

This reference check is for

<b>Agent Name</b>	
<b>Agent Address</b>	

Referee to complete the following section

<b>Name of Referee's Institution/RTO</b>	
<b>Referee's Office Address</b>	
<b>Contact Person (1)</b>	
<b>Contact person (2)</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Signature</b>	

**Instructions**

Please complete the attached questionnaire and return to,  
Marketing Manager/CEO – Melbourne Institute of Business and Commerce  
Email: [admin@mibc.com.au](mailto:admin@mibc.com.au)  
We appreciate your time and cooperation for this reference check.

Please complete the following questionnaire:

<b>Is the Agent registered with your Institute/RTO?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How long has the Agent been working with your Institute/RTO?</b>	____ Years	____ Months
<b>Approximately how many students has this Agent referred to your Institute/RTO?</b>	_____ Per Semester	_____ Per Year
<b>Do they fulfil your application requirements and provide complete and accurate information with certified documents?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do they provide the right information and screen candidates for their eligibility appropriately during the application stage?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the Agent refer students with the intention to study?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the Agent provide the student with the following information?</b>		
<b>Entry requirements, Duration of Course, Fees, Refund Policy</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Information on Australia, Living Costs, Accommodation options, schooling costs for aged dependents</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Campus Location</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>RTO Facilities</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How would you rate the attendance records and the academic performance of the students provided by this Agent?</b>	<input type="checkbox"/> Good	<input type="checkbox"/> Poor
<b>Have any of the students provided by the Agent been reported to DHA?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the Agent continuously interact with your Institute/RTO to receive and provide information?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have any issues or concerns regarding the Agent?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the Agent co-operate and support your Institute/RTO with post enrolment issues or problems regarding their stay with your Institute/RTO?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Would you recommend this Agent?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For Admin use only

<b>Marketing Manager</b>		
<b>Recommendations</b>		
<b>Signature</b>		Date: