OXFORD COLLEGE

Provider: Advanced Academy Pty. Ltd. trading as above. Provider No.: 02570E
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SPECIALTY LANGUAGE CENTRE
OXFORD COLLEGE, SYDNEY

Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F
Registered with the Australian Government A.C.N 002 834 166

English Language,
High School,
Diploma of Management, Advanced Diploma of Business,
Diploma of I.T. and
Preparation for University Studies

Level 6, 815 George Street, Sydney, N.S.W. 2000, Australia
Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia
Website (Homepage): http://www.specialty-language.com.au
Or http://www.oxford-college.com.au
E-mail: info@specialty-language.com.au
Or info@oxford-college.com.au
Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

Details Update Form

Dear Agent,
This is a details update form to enquire about your current organisations' contact details.
We would appreciate your response by answering the following questions:

Date: / /	
Contact Name:	**Owner's Name:**
Company Name:	**Director's Name:**
Business Name:	
Office Address:	**Postal Address:**
If you are dealing with other College/s in Australia, please specify its: Name of College: Location: Contact person: How long have you been sending students to that College?: Do you have a particular College as a referee from whom we can obtain a reference about your agency? College's Name: Contact person: Contact's Email:	
IMPORTANT!! Please tell us how many students we can expect from you within the next 3 months and also within 6 months. We must avoid such a situation that the agreement will fruitlessly elapse. **Students' Admissions:** [ ] Number **students within 3 months** [ ] Number **students within 6 months**	
What nationality are the students you recruit?	
E-mail Address:	
Telephone Number:	Country code: City code: Number:
Facsimile:	Country code: City code: Number:
What do you see your future enrolment prospects to be most interested in?	Marketable Tuition Fee / Desired Agent Commission Rate (%)
☐ English Course	_____ _____
☐ High School Preparation Course	_____ _____
☐ Junior High School Year 10	_____ _____
☐ Senior High School Years 11 & 12	_____ _____
☐ Certificate and Diploma of I.T.	_____ _____
☐ Certificate, Diploma and Advanced Diploma of Management	_____ _____
Do you require further copies of the following materials? If yes, please tick.	☐ Brochure How Many? _____ ☐ Any other specific course information Please specify: .....
If you recall the last time you sent a student/s to us when was this?	Date: / / (Day) (Month) (Year)
Any suggestions to promote our college to your prospective students more effectively?	

Return to: **Specialty Language Centre or Oxford College or Oxford College, Sydney**
Fax: (61 2) 9212 3861 or
E-mail: info@specialty-language.com.au, info@oxford-college.com.au or
Post to: P.O. Box K392, Haymarket, Sydney NSW 1240, AUSTRALIA

*** PLEASE PROVIDE A COPY OF YOUR COMPANY/BUSINESS REGISTRATION PAPER SUCH AS ABN REGISTRATION PAPER TOGETHER WITH THE ABOVE FORM.**