



THE UNIVERSITY OF
SYDNEY

—
Centre for
English Teaching

Agent Information Pack

Centre for English Teaching



CONTENTS

| | | |
|------|--|----|
| 1.1 | A message from CET | 2 |
| 1.2 | Your responsibilities as a CET Agent | 3 |
| 1.3 | Terms and conditions of enrolment..... | 4 |
| 1.4 | Contacts: CET/International Services | 4 |
| 1.5 | Enrolling a student | 5 |
| 1.6 | Tuition payment..... | 6 |
| 1.7 | Commission | 7 |
| 1.8 | Commission Invoice – Sample Only | 8 |
| 1.9 | How to get to CET | 9 |
| 1.10 | Useful websites | 10 |
| 1.11 | Frequency asked questions (FAQ) | 11 |
| 1.12 | Updated agents details | 11 |



THE UNIVERSITY OF
SYDNEY

—
**Centre for
English Teaching**

1.1 A message from CET

Dear valued partners,

Warm greetings from the Centre for English Teaching (CET), Sydney Australia.

Our staff are professional, customer focused, well trained and available to advise and assist you.

CET takes pride in providing high quality innovative programs. We conduct our business with the best interests of our students in mind. As an agent of CET, we ask that you follow the same high standards and focus on student service.

CET takes pride in providing high quality innovative programs. We conduct our business with the best interests of our students in mind. As an agent of CET, we ask that you follow the same high standards and focus on student service.

I am sure you will find this information useful and I look forward to a continuing strong and beneficial working relationship.

Katherine Olston
Director





THE UNIVERSITY OF
SYDNEY

—
Centre for
English Teaching

1.2 Your responsibilities as a CET Agent

CET is required to comply with **ESOS Act National Code**. For more information please visit the [Australian Government Department of Education and Training website](#).

[The Education Services for Overseas Students \(ESOS\) Act 2000 \(current\) governs:](http://www.comlaw.gov.au/Details/C2013C00173)
<http://www.comlaw.gov.au/Details/C2013C00173>

- the registration process and obligations of registered providers
- the Tuition Protection Service; and
- enforcement and compliance powers.

This requires that an institution and its agents/representatives do not engage in misleading or deceptive conduct when advising prospective students. **Part D Standard 4.5** states that this requires the registered provider must take immediate corrective and preventative action upon the registered provider becoming aware of an education agent being negligent, careless or incompetent or being engaged in false, misleading or unethical advertising and recruitment practices, including practices that could harm the integrity of Australian education and training.

As a representative you need to be familiar with your responsibilities in relation to counselling or advising prospective students, as outlined.

If an agent is in breach of their CET agent agreement and/or ESOS Act, the agent must cease representation immediately whilst the issue is under investigation.



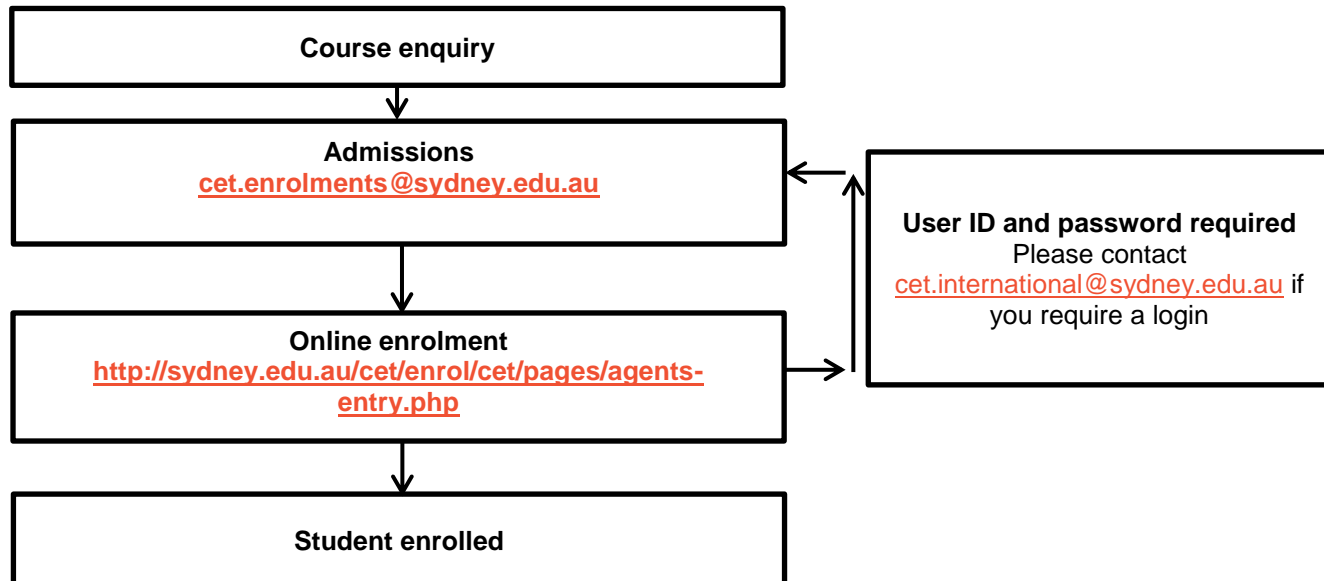
1.3 Terms and conditions of enrolment

Please ensure you read our [terms and conditions](#) including refund policy and advise students accordingly.

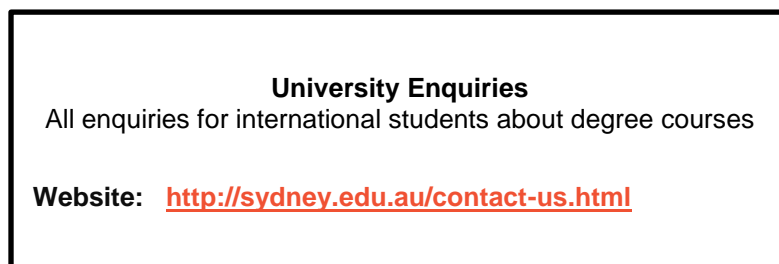
1.4 Contacts: CET/International Services

Agents appointed by the University of Sydney can enrol students into degree program. Agents appointed by CET can enrol students into English Language Programs. Agents appointed by both the University of Sydney and CET can completed a package, Degree and English.

Enquiries about an English course



Enquiries about a University course





1.5 Enrolling a student

Counsel student - Utilise our [website](#) and [Agent Training Module](#)



Enrol online - <http://sydney.edu.au/cet/enrol/cet/pages/agents-entry.php>
(Do you need an ID and password? If yes, please contact
cet.international@sydney.edu.au)



Upload documents (if applicable) – University of Sydney offer letter, English test results, Scholarship documents, passport copies etc



Offer letter sent from CET



Pay tuition fees or make amendments to offer



CoE issued from CET



Apply for visa



THE UNIVERSITY OF
SYDNEY

Centre for
English Teaching

1.6 Tuition payment

Please quote the student's CET reference number and pay in Australian dollars.

Payment methods:

- Credit card (Visa/Mastercard) See form at:
<https://sydney.onestopsecure.com/OneStopWeb/asp/transform.aspx?tran-type=936>



Help

Empty

CENTRE FOR ENGLISH TEACHING PAYMENTS

Please complete the following details to submit your request.

| | | |
|-----------------|----------------------|-----------------------|
| CET ID * | <input type="text"/> | ⓘ A value is required |
| Given Name * | <input type="text"/> | |
| Family Name * | <input type="text"/> | |
| Date of Birth | <input type="text"/> | |
| Email Address * | <input type="text"/> | |
| Amount * | <input type="text"/> | |

- Bank draft made out to: Centre for English Teaching, or
- Telegraphic transfer to (please use your CET ref. number & name):
University of Sydney CET Overseas Fees Account
National Australia Bank University of Sydney, Wentworth Building
Chippendale, NSW 2006 Australia
BSB no: 082 372 a/c no: 66 656 4427 Swift code: NATAAU3302S



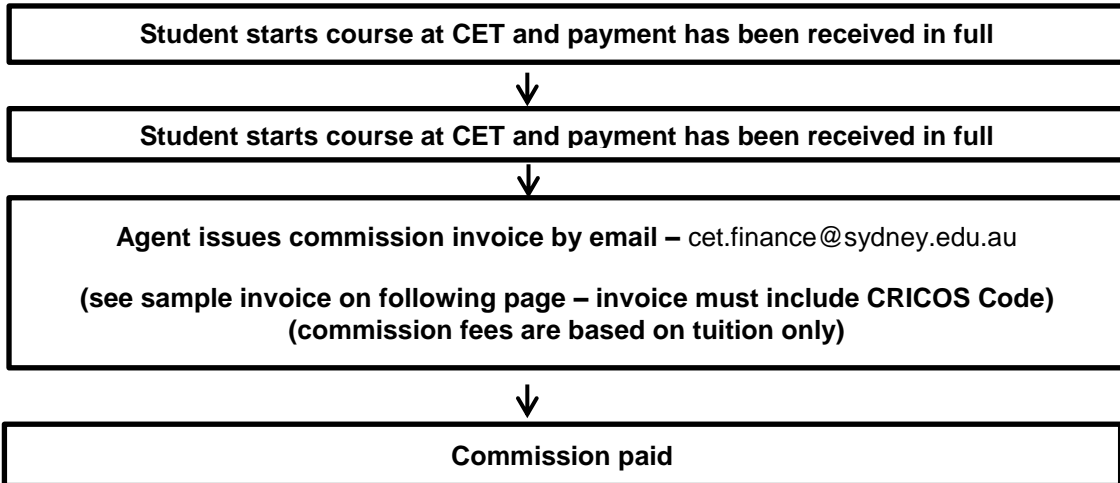
THE UNIVERSITY OF
SYDNEY

—
Centre for
English Teaching

1.7 Commission

Commission is paid once the student has commenced their course and all fees have been paid.

How to claim commission





1.8 Commission Invoice – Sample Only

Date: _____

[Your company name] _____ Tel: [number] _____

[Your full company address] _____ Fax: [number] _____

_____ Email: [address] _____

INVOICE NO: _____

Invoice to: Centre for English Teaching
The University of Sydney Wentworth Bldg (G01)
Email: cet.finance@sydney.edu.au

Please pay commission for the following student:

Family name: _____

Given name: _____

CET Student reference number: _____

Course/program: _____

CRICOS Code: _____

Start date: _____

Finish date: _____

No. of weeks: _____

Tuition fee: _____ AUD\$

Commission percentage %: _____

Total commission: _____ AUD\$

GST: _____

TOTAL PAYABLE: _____

Transfer payment to the following account:

Bank name: _____

Country: _____

Branch name: _____

Branch no: _____

Branch address: _____

Account name: _____

Account no: _____

Swift code: _____

IBAN no: _____

Yours sincerely _____

[Name of the person in charge of commission claims]
[Company Title]



THE UNIVERSITY OF
SYDNEY

Centre for
English Teaching

1.9 How to get to CET

CET location and contact details

Centre for English Teaching
The University of Sydney
Level 5, Wentworth Building
Cnr Butlin Ave and City Rd
Darlington NSW 2006

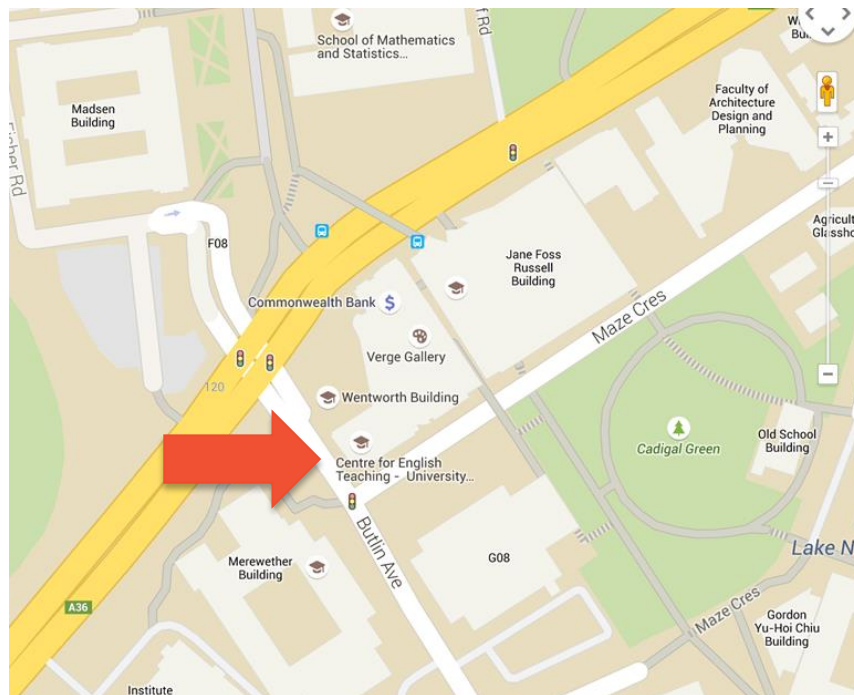
Enter from Butlin Avenue - take stairs to level 4 through cafeteria for stairs to level 5.

Phone: +61 2 9036 7900 (8.30am – 4.30pm, Monday – Friday)

Email: Admissions: cet.enrolments@sydney.edu.au

Finance: cet.finance@sydney.edu.au

Where we are - <http://sydney.edu.au/cet/about-us.html>



How to get to CET

By Bus:

1. From Circular Quay/Railway Square (Central): Catch buses 422, 423, 426, 428
2. From Coogee/Leichhardt (both directions): Catch bus 370

By Train:

3. Central Station: leave the station by the Devonshire Street Tunnel and walk through to the Railway Square Bus Terminal. You can then catch any of the following buses: 435, 436, 437, 438, 440, 413, 461, 480 or 483.
4. Redfern Station: 10 minute walk to CET



THE UNIVERSITY OF
SYDNEY

—
Centre for
English Teaching

1.10 Useful websites

University of Sydney

University of Sydney Home Page

www.sydney.edu.au

Centre for English Teaching (CET), University of Sydney

The Centre for English Teaching home page

www.sydney.edu.au/cet

CET Online enrolment

<http://sydney.edu.au/cet/apply.html>

Australian Government Department of Immigration and Border Protection

General information

www.immi.gov.au

English Language Tests

Cambridge exams

<http://www.cambridgeenglish.org/>

IELTS

<http://sydney.edu.au/cet/test-centre/ielts-test-centre.html>

www.ielts.org

TOEFL

<http://www.ets.org/toefl>

Pearson

<http://www.pearsonpte.com/Pages/Home.aspx>

Sydney

Information about Sydney

<http://www.sydney.com>

Street maps of Australia

<http://www.whereis.com/>

Transport Information Line

<https://transportnsw.info>

NSW & Australia

Information about NSW

<http://www.visitnsw.com/>

Information about Australia

<http://www.australia.com/>



THE UNIVERSITY OF
SYDNEY

—
**Centre for
English Teaching**

1.11 Frequency asked questions (FAQ)

An updated list of FAQ's are available on our [website](#).

1.12 Updated agents details

Please update your details through our online Agent Portal using your personal login details. This is to ensure we have your latest address and contact details for our records and for potential students.