

Agent Application form



Company Details

Company Name

Business Name / Trading Name

Country of Company / Business Registration

Year Established

Australian Business Number /

Registration No (If Overseas)

Australian Company Number

Directors Name

Chief Executive Officer Name

Details of staff who hold Membership of education agent professional bodies

Staff Name	Membership Body	Membership No

Head Office Details

Address Line 1

Address Line 2

City

State

Post Code

Country

Email

Phone

Web Address

Contact Person

Name

Position

Email

Phone

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Business Background

How many years have you been in business as an educational agent?

1.

Provide at least 4 Australian educational institutions that you represent?

2.

3.

4.

Which services will you provide for students? (please tick all that apply)

- | | |
|---|--|
| ☐ Student counselling | ☐ Pre-departure briefing |
| ☐ Follow up with parents | ☐ Assistance with visa application |
| ☐ Collecting fees | ☐ Assistance with college application |
| ☐ English testing | ☐ Organizing overseas health cover |

Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?

Yes

No

Are you prepared to provide the details of any such sub-agents or individuals to the RTO if agency agreement is executed?

Yes

No

Understanding of and complying with ESOS requirements

Do all of the student counselling staff of your company have appropriate knowledge and understanding of the international education system in Australia and the national code of practice 2018 for registration authorities and providers of education and training to overseas students?

Yes

No

Are you prepared to provide the details of any such sub-agents or individuals to the RTO if agency agreement is executed?

Yes

No

Do all of the student counselling staff of your company have appropriate knowledge and understanding of the Australian International Education and Training Agent Code of Ethics

Yes

No

Do you ensure that students coming to Australia on a student visa have a primary purpose of studying and notify them that they must study full time?

Yes

No

Do you understand that you must not make any guarantees about achieving residential status in Australia?

Yes

No

Are you prepared to comply with all requirements of the RTO, with relation to advertising and course material, application procedures and providing information to students?

Yes

No

Are you prepared to only use material supplied by the RTO to describe the RTO and its courses?

Yes

No

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Do you have any personal or business relationships with current or prospective students or staff of the RTO that may constitute a conflict of interest?

Yes

No

Description of potential markets

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice?

Regions that you are looking to operate	Strength that you have in that region

What is the most suitable time of the year to conduct a marketing trip to your region, or a visit to your office for the purpose of recruiting students?

Please indicate how you advertise the services you offer (e.g. what medium, how often, etc).

Please use the space provided below to include any other information you consider to be of importance to this application.

Provide two referees from educational institutions that you have been associated with

Name: _____

Name: _____

Email: _____

Email: _____

Contact #: _____

Contact #: _____

Agent Representative Signature: _____

Date: _____

(Please attached a copy of your company registration & Business registration certificates and company profile)