

Education Agent Application Form

COMPANY/AGENCY INFORMATION

Legal Entity (Name):			
Trading Name:			
ABN (if available)		Overseas Registration No:	
Year Founded:		Years as Education Agent:	
Registered Head Office Address:			
Phone:		Fax:	
Email:		Website:	

Section 1: Company Description

Please provide a description of your major business activities:

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Section 2: Key Personnel

Please provide an overview of the key personnel within your company: (Attach additional pages as required)

Name of the CEO:			
Background			
Key Person Name:		Position:	
Background			
Key Contact Person Mobile			
Key Contact Person Email:			

Has any of the above-mentioned person completed the Australian Education Agents Training Course: YES NO

Note: Professional International Education Resources (PIER) offers a FREE online Education Agents Training Course (EATC) which was developed in collaboration with the Australian Education International (AEI), the Department of Home Affairs and other peak bodies. This course is available on: www.pieronline.org

Section 3: General Declarations		
Are you an authorised agent or member of an agent's association?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you and your relevant employees and subcontractors, have sound knowledge and understanding of the requirements of the Education Services for Overseas Students ESOS Act (2000) and the National Code (2018), as an Education Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that our college requires its Education Agents to declare in writing and take reasonable steps to avoid conflicts of interest with its duties as an Education Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you prepared to comply with the requirements of our college regarding advertising, course materials and application procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
We declare that we have read Agent Code of Ethics, as provided on our college web site.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
We understand that Education Agents are required to submit all requests for advertisements and promotional material relating to our college for written approval before publication or production, via the CEO.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many students do you intend to recruit for our college within each year?		
Please list main countries besides Australia, for whom you recruit students:		
What is your main country of operations?		
What services do you provide or intend to provide to prospective students?		

Section 4: Referees			
Please provide 2 referees:			
Referee 1			
Name:			
Address:			
Phone:		Fax:	
Email:		Website:	
Referee 2			
Name:			
Address:			
Phone:		Fax:	
Email:		Website:	

Authorisation (to be filled in by our staff)			
Authorisation for Processing			
Action to be taken:	APPROVED	DENIED	
Comments:			
Signed:		Position:	
Print Name:		Date Processed:	

Record of updates and changes:

Version No.	Issue date	Nature of Amendment
1.0	01 Jul 2020	Final version, submitted for registration
1.1	29 Nov 2021	Added registration numbers, telephone no.
2.0	04 May 2022	Reformatted the whole document. College name changed to Pioneer
2.1	12 Dec 2022	Reformatted and realigned whole document