

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: Compliance Checklist & Operational Details

Are you an authorised agent or member of an agent's association?	☐ Yes	☐ 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?	☐ Yes	☐ 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?	☐ Yes	☐ 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?	☐ Yes	☐ No
Are you prepared to comply with the requirements of our college regarding advertising, course materials and application procedures?	☐ Yes	☐ 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?	☐ Yes	☐ 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:			

Section 5: Agent Declaration

1. I confirm that I have read and understood the Agent Code of Ethics, as provided on the College website.
2. I also acknowledge that all advertising and promotional material relating to the College must be submitted for written approval prior to publication or production.
3. I declare that the information provided in this application is true, correct and complete. I understand that providing false or misleading information may result in rejection of this application or termination of the agent agreement.

Supporting Documents (if applicable):

- ☐ Yes, attached (please specify): _____
- ☐ No

Signature: _____

Date: _____

Authorisation (to be filled in by our staff)

Authorisation for Processing

Action to be taken: ☐ APPROVED ☐ DENIED

Comments:

Signed:

Position:

Print Name:

Date Processed: