

APPLICATION TO BE APPOINTED AS AN EDUCATION AGENT

Company Profile

Company Details

Company Name/Trading Name

Street Address

Postal Address

Phone Number

Email

Website

Contact Officers

Company Director / Principal

Phone Number

Position

Email

Company Background

Business Registration (ABN) No. (if located in Australia) / Business Registration Certificate (if located offshore)

Details of registering country and authority

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

Business Profile/Strategic Plan

Key Business Activities (List)

Year founded

Years as an education agent

Number of staff

EATC Training (PIER Online) Yes No (if Yes, please attached Certificate)

Number of offices (locations)

Sub-agencies

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Associations/ affiliations with other relevant organisations (List)

Associations with any local authorities / governments / councils/etc.(List)

China Approval (only for agents located in China):

Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Provide details:

Marketing

Please indicate the geographical territory you will service.

Provide description of your target market, trends, demands etc.

Proposal for promotion and marketing in the territories.

Social Media sites (please list all social media sites used and include a hyperlink)

Performance

Number of students sent abroad each year.

Proposed number of students sent to us in the next year.

Service Fees and Charges

What services do you provide for students?

Please provide details of any fees you charge students.

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Referees

(One must be Australian Based)

Educational Referees (1)

Name Position

Organisation

Address

Phone Number

Email

Educational Referees (2)

Name Position

Organisation

Address

Phone Number

Email

DECLARATION

I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the Home Affairs website (<https://www.homeaffairs.gov.au/>).
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Dept. of Education website.
- I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 and agree to adhere to the relevant Standards.
- I have read the ESOS regulations 2019 and agree to adhere to all the relevant regulations.

Signature:

Name:

Date:

Organisation:

Position:

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