

F08 Agent Application Form

Company Details			
Legal Name			
Trading Name/Business Name			
Country of Company / Business Registration			
Year Established			
Australian Business Number (ABN) (if applicable): / Registration No (If Overseas)			
Australian Company Number (ACN) (if applicable):			
Australian Migration Agency Number (if applicable):			
Directors Name			
Chief Executive Officer Name			
Address Line 1			
Address Line 2			
City		State	
Country		Post Code	
Email			
Phone			
Web Address			
Contact Person			
Name			
Position			
Email			
Phone			
Details of staff who hold Membership of education agent professional bodies			
Staff Name	Membership Body	Membership No.	

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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.

List the courses you promote to enroll students into:

.....

.....

.....

Names of agent's staff involved in recruiting students:

.....

.....

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

- | | |
|---|--|
| <input type="checkbox"/> Student counselling | <input type="checkbox"/> Pre-departure briefing |
| <input type="checkbox"/> Follow up with parents | <input type="checkbox"/> Assistance with visa application |
| <input type="checkbox"/> Collecting fees | <input type="checkbox"/> Assistance with college application |
| <input type="checkbox"/> English testing | <input type="checkbox"/> Organising 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 AIE if the agency agreement is executed? Yes No

Understanding of and complying with ESOS requirements

Do all 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 AIE if the agency agreement is executed? Yes No

Do all 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

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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 AIE's requirements, regarding advertising and course material, application procedures and providing information to students?

Yes

No

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

Yes

No

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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 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 important to this application.

Referees

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

Reference 1

Organisation Name: _____

Contact Person: _____

Position: _____

Address: _____

Telephone: _____ Email: _____

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Reference 2

Organisation Name: _____

Contact Person: _____

Position: _____

Address: _____

Telephone: _____ Email: _____

As our authorised agent, we are responsible for your actions in marketing our courses and therefore we expect you to market them with integrity and accuracy as outlined in the National Code 2018 (National Code of Practice for Providers of Education and Training to Overseas Students 2018) and ESOS (Education Services for Overseas Students Act) 2000. Please confirm that you have read and understood this Act.

Yes, I confirm that I have read and understand this act.

Agent Representative Signature: _____ **Date:** _____

Required attachments (for AIE office use only)

Item	Supplied	Verified	Approved by AIE's CEO
Evidence of business registration & company profile			
Accountants or lawyers' reference			
Character references			
Completed agent's agreement			