International Education Agent Application Form

National CRICOS Provider Code: 00231G

1. Company Details & Background

Company/Business Name:

Trading Name (if different from Company name):

Company/Business Registration Number:

Name of Director/CEO:

Place of Registration:

Business Address:

Phone: Fax:

Email:

Website:

Business activities:

Years established:

Number of staff/counsellors:

Location of International Offices:

Number of offices:

2. Directors and Employees Details

Personnel (1)

Name:

Position:

Qualifications & previous experience:

Membership of education agent professional bodies:

Personnel (2)

Name:

Position:

Qualifications & previous experience:

Membership of education agent professional bodies:

Personnel (3)

Name:

Position:

Qualifications & previous experience:

Membership of education agent professional bodies:
3. Agency Performance
How many Australian Educational institutions are you currently representing? Please provide details of these institutions on a separate sheet.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Please list the total number of students referred to Australian Educational Institutions in the following areas in the last two (2) years.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

ELICOS & ESL Courses:
__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Vocational Courses:
__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Undergraduate Courses:
__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Postgraduate Courses:
__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

4. Compliance Requirements
Please provide a brief explanation regarding how you and your organisation fulfil your responsibilities as agents with reference the implied responsibilities of education agents as set out in National Code 2007 Standard 4. (Please provide extra details on a separate sheet if required).

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Have you or any of your staff completed the Education Agents Training Course (EATC) available on www.pieronline.org?  
☐ Yes  ☐ No

Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code?  
☐ Yes  ☐ No

Do you regularly monitor the Australian Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au) and the Department of Education, Employment and Workplace Relations website (www.deewr.gov.au)?  
☐ Yes  ☐ No

Do you understand and advise students coming to Australia on a student visa have a primary purpose of studying and must study full time?  
☐ Yes  ☐ No

Are you willing to comply with the requirements of the College regarding advertising, course materials and application procedures, and provide accurate information to students?  
☐ Yes  ☐ No

Are you prepared to use materials by the College to promote its courses?  
☐ Yes  ☐ No

5. Description of Potential Market & Services
Which are your target markets? Please describe any strengths you have in these markets. (Please provide extra details on a separate sheet if required).

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

What do you believe is the most effective marketing strategy to use in your area, region or market? (Please provide extra details on a separate sheet if required).

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
Please outline the support services you can offer students. (Please provide extra details on a separate sheet if required).

Do you charge students any service fees? If YES, please provide details of what you charge and for what service/s. (Please provide extra details on a separate sheet if required).

Please provide any other information you consider to be of importance to this application and marketing to students.

6. Reference Check
Please list the names and contact details of three (3) academic referees

Educational Institution (1)
Main contact person
Position
Contact phone number
Email

Educational Institution (2)
Main contact person
Position
Contact phone number
Email

Educational Institution (3)
Main contact person
Position
Contact phone number
Email

7. Declaration
I declare that I have read and understood the extract from the ESOS Act 2000 – Obligations of Agents and that the answers and details provided in this application are true and accurate to the best of my knowledge and I authorise the College to approach referees to collect any information or details as the College may require.

Signature:

Date:

Position:

8. Agent Checklist
Please attach copies of the following:
- Company/business registration certificate
- Business Profile
- Details of educational institutions currently represented
- Other relevant materials

Privacy Policy:
All personal information collected, used or disclosed by the College is confidential and is protected by the Privacy Act 1988, the Information Privacy Act (Vic) and other relevant legislation. Information about Agents or students may be made available to Commonwealth and State agencies if requested.

Endeavour College of Natural Health reserves the right not to proceed with providing an International Education Agreement for reasons it may see fit to apply.