



APPLICATION TO BE APPOINTED AS AN EDUCATION AGENT

Company Profile	
Company Details	
Company Name	
Street Address	
Postal Address	
Phone	
Web	
Fax	
Email	
Contact Officers	<i>Insert more fields as required</i>
Company Director / Principal	
Position	
Phone	
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	(please attach)
Key Business Activities (List)	



Year founded	
Company Background	
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	
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.	
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.	
Referees	
MINIMUM 2 REFEREES REQUIRED	
Educational Referees (1)	
Name	
Position	
Organisation	
Address	
Phone	
Email	
Educational Referees (2)	
Name	
Position	
Organisation	
Address	
Phone	
Email	
Educational Referees (3)	
Name	
Position	
Organisation	
Address	
Phone	
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 (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 (20018) and agree to adhere to the relevant Standards.

Signed:

Name: _____ Date: _____

Organisation: _____ Position: _____