

# AGENT AGREEMENT APPLICATION FORM

## About Your Business

Registered Business Legal Name	
Trading Name	
ABN/ACN	

## Contact Person Information

	First Name	Last Name
Name of Director		
Name of Principle Contact Person		

## Contact Details

Street Address	
City	
Postcode	
Country	
Telephone	
Mobile	
Email Address	
Website	



## About Your Business Operation

<b>Please list the services you provide or intend providing to students.</b>

<b>Number of Qualified Student Counselors working in the organisation</b>	
<b>List of nationality students you represente?</b>	

<b>List of Australian Institutes you are working?</b>	
<b>Number of Students enrolled to Australia per year</b>	

## Referees

Please List two referees from Australian Educational Institutes that your Agency represents.

### Referee 1

<b>Contact Name(s)</b>	
<b>Position</b>	
<b>Organization</b>	



<b>Email</b>			
<b>Telephone</b>			
<b>City</b>		<b>Postcode</b>	

**Referee 2**

<b>Contact Name(s)</b>			
<b>Position</b>			
<b>Organization</b>			
<b>Email</b>			
<b>Telephone</b>			
<b>City</b>		<b>Postcode</b>	

**COMPLIANCE PLEASE TICK ✓ YES OR NO AND COMPLETE ALL SECTIONS**

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

Please list the main responsibilities of Education Agents under the National Code 2018? How will you comply with these obligations?

Yes  No

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code as an Education Agent?

Yes  No

Do you regularly monitor the Department of home affairs (DoHA) website [www.immi.gov.au](http://www.immi.gov.au) and the Department of Education website [www.education.gov.au](http://www.education.gov.au)?

Yes  No

Are you prepared to comply with the requirements of Apsley College regarding advertising, course materials and application procedures, and provide accurate information to students?

Yes  No

Are you prepared to use material supplied by Apsley College to promote our courses?

Yes  No



**DECLARATION**

I confirm that the information provided is true and accurate to the best of my knowledge and I authorize Apsley College to approach referees to collect any information/details as you may request from time to time.

Signature:.....Name of Contact Person:.....

Date: \_\_/\_\_/.....Position:.....

**CRITICAL DOCUMENT CHECKLIST REQUIRED ATTACHMENTS**

**In order to assess your application, the following documents are required:**

Check	Item	Supplied	Verified	Approved by CEO
<input type="checkbox"/>	Evidence of business registration/ license papers			
<input type="checkbox"/>	Company/ business profile, including information on owners and staff and a description of your company's services			
<input type="checkbox"/>	Evidence of professional memberships			
<input type="checkbox"/>	Supporting promotional materials/ information provided to international students, including website URL			

**OFFICE USE ONLY -1**

Verifications are to be completed .....

Further Evidence Required & Due Date.....  Yes  No

Approved  Not Approved  Date.....Initial Authorized Person:

Name:.....Signature.....

Position:.....Date: ..../...../.....

