



Education Agent Application Form

Company details and background

Company/Business Name:		ABN:	
Trading name (if different from company name):		Years established:	
Name of director:	Contact Person:	Mobile:	Office No:
Town and country of company/business registration:		Number of staff:	
Business address:			
Email:		Website:	
Please describe your business activities:		Locations of international offices:	

Director and Employee Details

Person 1		Person 2	
Full Name:	Phone:	Name:	Phone:
Position:	Email:	Position:	Email:
Qualifications and previous experience:		Qualifications and previous experience:	
Membership of education agent professional bodies:		Membership of education agent professional bodies:	

Potential markets and services to be provided

What are your target markets?	What marketing strategies will you use to promote our courses?
Please outline any support services that you offer prospective students.	Do you charge students any fees for the service? <input type="checkbox"/> No <input type="checkbox"/> Yes -specified

Agency performance and compliance

How many Australian education institutions are you currently representing?	How many students have you referred to Australian educational institutions in the past 2 years?
Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018). Please attach any information such as company flyers etc. if required.	
Have you or any of the staff completed any formal Education Agent training <input type="checkbox"/> NO <input type="checkbox"/> YES – Please state the person _____ <input type="checkbox"/> Education Agents Training Course (EATC) available through www.pieronline.org ? <input type="checkbox"/> Migration Agents Registration Authority (MARA)	
Do you have a comprehensive understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you regularly monitor the Australian Department of Home Affairs website (http://www.homeaffairs.gov.au/) and the Department of Education and Training? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to comply with the requirements of BIC regarding advertising, course materials and application procedures, and provide accurate information to students? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you prepared to use the marketing materials provided by Australian English Colleges to promote our courses? <input type="checkbox"/> Yes <input type="checkbox"/> No

References Please provide details of 2 Australian educational institutes that we can contact for a reference

Institution 1		Institution 2	
Name of institution:		Name of institution:	
Contact person:		Contact person:	
Position:	Phone number:	Position:	Phone number:
Email address:		Email address:	
Dates when you worked with them: / /		Dates when you worked with them: / /	

Declaration In signing this agreement, you declare that

- You will actively promote BIC and recruit students in an accurate, ethical and professional manner
- You will comply with relevant Australian English Colleges policies and procedures, the *BIC Education Agent Code of Conduct* and the ESOS Legislative Framework (including the National Code 2018)
- You will ensure that all relevant staff members are suitably qualified and experienced and aware of their obligations
- You will promptly act upon any reasonable directions given by Australian English Colleges
- The answers and details provided in this application are true, accurate and complete.
- Australian English Colleges is authorised to contact the referees listed to collect information about my conduct and services.
- You acknowledge and agree to the privacy statement provided below.

Privacy Statement: All information collected, used or disclosed by BIC is confidential and is protected by the Privacy Act 1988 and other relevant legislation. BIC policy is outlined in the *Privacy Policy and Procedures*, which can be viewed upon request. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

Print Name:	Signature	Please submit this completed form to Australian English Colleges in <u>one</u> of the following ways: In person: Australian English Colleges, Suite G03, Building B, 247 King Street, Mascot NSW 2020 Australia By postal mail: Australian English Colleges, PO Box 7340, Alexandria NSW 2015 Australia By e-mail: marketing@bic.edu.au
Date: / /		