



SCOTS ENGLISH COLLEGE PTY LTD TRADING AS SCOTS ENGLISH COLLEGE  
 ABN:91 605 117 575 CRICOS Provider Code: 03497A  
 Email: info@scotsenglish.edu.au Website: www.scotsenglish.edu.au  
 Address: Level 5, 127 Liverpool Street, Sydney NSW 2000, Australia  
 Phone: +61 2 9146 6358 Fax: +61 2 9146 6352

## EDUCATION AGENT APPLICATION FORM

### COMPANY DETAILS

Company/Business Name	
Trading Name (if different from Company Name)	
Company/Business Registration Number	
Name of Director/CEO	
Years Established	Place/s of registration
Business Address (include state/region and country)	
Website	
Email	
Phone	Number of staff
Do you have additional offices/branches? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please provide detail below)	

1. Office/branch name
Business address and contact

2. Office/branch name
Business address and contact

3. Office/branch name
Business address and contact

### BUSINESS BACKGROUND AND HISTORY

How long have you been in business as an education agent? ____ years ____ months
How many Australian education institutions are you currently representing? _____
How many students have you referred to Australian educational institutions in the past 2 years? School _____ ELICOS _____ University _____ TAFE _____
Name up to three destination countries that the majority of your students come from: _____
How many students do you expect to send to Scots English College each year? _____

### MARKETING & PROMOTIONAL ACTIVITIES

How do you propose to promote Scots English College?

<input type="checkbox"/> Brochures	<input type="checkbox"/> Internet
<input type="checkbox"/> Student seminars	<input type="checkbox"/> Your Agent website
<input type="checkbox"/> Exhibitions	<input type="checkbox"/> Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the services that you can provide to students and Scots English College?

<input type="checkbox"/> Student counselling	<input type="checkbox"/> OSHC
<input type="checkbox"/> English Placement Test	<input type="checkbox"/> Interpreting
<input type="checkbox"/> Assistance with students application form	
<input type="checkbox"/> Assistance with visa application	
<input type="checkbox"/> Arrangement of homestay accomodation	
<input type="checkbox"/> Assistance with 'settling in'	
<input type="checkbox"/> Ongoing support services	
<input type="checkbox"/> Other (please specify)	

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you charge students any fees for your services?

<input type="checkbox"/> No
<input type="checkbox"/> Yes (if YES, please provide details of the services and relevant fee)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list out the reasons why you believe students choose your services?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SCOTS**  
ENGLISH COLLEGE

SCOTS ENGLISH COLLEGE PTY LTD TRADING AS SCOTS ENGLISH COLLEGE  
 ABN:91 605 117 575      CRICOS Provider Code: 03497A  
 Email: info@scotsenglish.edu.au      Website: www.scotsenglish.edu.au  
 Address: Level 5, 127 Liverpool Street, Sydney NSW 2000, Australia  
 Phone: +61 2 9146 6358      Fax: +61 2 9146 6352

**AGENCY COMPLIANCE**

Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code 2007. Please attach additional information such as company flyers, etc. if required.

Have you or any of your staff completed the Education Agents Training Course (EATC) available from www.pieronline.org?

- Yes
- No

If Yes, please list who has completed the course. \_\_\_\_\_

Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?

- Yes
- No

Do you regularly monitor the Australian Department of Immigration & Border Protection (DIBP) website (www.immi.gov.au) and the Department of Education?

- Yes
- No

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

- Yes
- No

Are you prepared to use the marketing materials provided by Scots English College to promote our courses?

- Yes
- No

**ADDITIONAL INFORMATION**

Please provide any other information that you think will support your application

**REFERENCES**

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

**Institution 1**

Name of Institution \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone (including area codes) \_\_\_\_\_

**Institution 2**

Name of Institution \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone (including area codes) \_\_\_\_\_

**DECLARATION**

In signing this agreement, you declare that

- \* You have read and understood the extract from the ESOS Act 2000 Obligations of Agents
- \* The answers and details provided in this application are true, accurate and complete
- \* Scots English College 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 Scots English College Pty Ltd is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Scots English College policy is outlined in the Information Privacy Policy available from our website www.scotsenglish.edu.au. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_