

## EDUCATION AGENT APPLICATION FORM

1. Company Details	
Company/ Business Name	
Trading Name <i>(if different from Company name)</i>	
Company/ Business Registration Number	
Years Established	
Name of Director/ CEO	
Place/s of registration	
Business Address <i>(include state/region and country)</i>	
Phone	Email
Number of staff	Website
Do you have additional offices/branches? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if yes, please provide details below)</i>	
1	Office/Branch name
	Business address and contact
2	Office/Branch name
	Business address and contact
3	Office/Branch name
	Business address and contact

2. 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? _____

### 3. Marketing and 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"/> Others           |

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

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

Do you charge students any fees for your services?

- No       Yes. (If YES, please provide details of the services and relevant fee for each)

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

### 4. 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 through [www.pieronline.org](http://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 and Border Protection (DIBP) website ([www.immi.gov.au](http://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

### 5. Additional Information

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

### 6. 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

Telephone *(including area codes)*

Email Address

#### Institution 2

Name of Institution

Contact Person

Position

Telephone *(including area codes)*

Email Address

## 7. 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](http://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: