

EDUCATION AGENT APPLICATION FORM

1. Company Details		
Company/ Business Name		
Trading Name (if different from Company name)		
Company/ Business Registration Number		
Years Established		
Name of Director/ CEO		
Place/s of registration		
Business Address (include state/region and country)		
Phone		Email
Number of staff		Website
Do you have additional offices/branches? ☐ Yes ☐ No (if yes, please provide details 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	

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

- | | | |
|---|--------------------------------------|---|
| ☐ Brochures | ☐ Internet | ☐ Student seminars |
| ☐ Your Agent website | ☐ Exhibitions | ☐ Others |

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

- | | |
|---|--|
| ☐ Student counselling | ☐ Assistance with 'settling in' |
| ☐ Assistance with student application form | ☐ Arrangement of homestay accommodation |
| ☐ Assistance with visa application | ☐ OSHC |
| ☐ English Placement Test | ☐ Ongoing support services |
| ☐ Interpreting | ☐ 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 2018. 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?

- ☐ Yes ☐ No

If YES, please list who has completed the course: _____

Do you have a comprehensive understanding of the requirements of the ESOS Act 2000 and National Code 2018? ☐ Yes ☐ No

Do you regularly monitor updates issued by the Australian Department of Home Affairs and the Australian Government 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. 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: