



AGENT APPLICATION FORM

Please complete this form in full using a black or blue pen and BLOCK LETTERS

COMPANY DETAILS

Legal/entity name _____ ABN if applicable _____

Trading name _____ Website _____

Head office address

Phone _____ Email _____

COMPANY PROFILE

Year established	
Number of staff	
Number of students recruited each year	
Main student nationalities recruited	
Main Australian providers represented	
Branch office locations (list cities)	
Industry associations	

WHICH COUNTRIES DO YOU RECRUIT STUDENTS?

Country	Number of Years recruiting from this country

PRINCIPAL/OWNER

Given name Mr/Ms _____ Family name _____

Job title _____ Email _____

Office phone _____ Mobile _____



KEY CONTACT PERSON

Given name Mr/Ms _____ Family name _____
Job title _____ Email _____
Office phone _____ Mobile _____

MARKETING

1. What strengths do you believe ACE has that will allow you to promote it as a choice of educational institution for overseas students?

2. How many students do you believe you will be able to recruit for ACE in the first year of representation?

3. What do you need from ACE to help you promote it as a choice of educational institution for overseas students?

INDUSTRY KNOWLEDGE AND TRAINING

Have you and key agency staff read the National Code of Practice for Registration Authorities and Providers of Overseas Education and Training to Overseas Students 2007? Yes No

Do you and key agency staff have a sound knowledge of DIPB regulations and Genuine Temporary Entrant criteria? Yes No

Have you and/or key agency staff done PIER's Education Agent Training Course (EATC)? Yes No

Are you and/or key agency staff Qualified Education Agent Counsellors (QEAC)? Yes No

Are you and/or key agency staff registered migration agents? Yes No

Please specify if you have completed any other industry training:

REFEREES

Please provide two referees including at least one Australian education provider:

Referee 1

Given name Mr/Ms _____ Family name _____
Job title _____ Organisation _____
Phone _____ Email _____

Referee 2

Given name Mr/Ms _____ Family name _____
Job title _____ Organisation _____



Phone _____ Email _____

DECLARATION

I/we declare that all information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested. I/we authorize Australian Centre of English to collect additional information on my agency if required.

I/We declare that I/we understand all relevant laws and regulations of Australia and of the countries where we recruit students, in particular those laws pertaining to Australian consumer protection, the ESOS Act and the National Code 2007. Also agree to regularly view the DIBP website to monitor policies and any changes to the policies.

I/We confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

Name _____ Position _____
Signature _____ Date ____/____/____

SUPPORTING DOCUMENTS

Please attach the following documents in support of your application:

- business registration certificate (offshore agencies only)
- company profile
- evidence of staff training and knowledge (ETAC and ASVP preferred)
- registered migration agent certificate/s, if applicable
- referee letters if available
- list of branch offices with contact details, if applicable