

# Agent Application Form

Thank you for considering Australian Tertiary Institute Pty Ltd as a potential business associate. If you decide to apply to become a registered Australian Tertiary Institute Pty Ltd agent, please:

- complete all questions in this application form
- provide proof of business registration from your country such as a certified copy of business registration
- Send the application form and supporting documents to the following address by post or email  
Australian Tertiary Institute Pty Ltd  
41-45 Commerce Ave  
ARMADALE WA 6112  
bdm@atiaus.edu.au
- All of the above information **must** be in English or translated into English from a notary office or Justice of the Peace in your country.
- Please send the certified copies only as Australian Tertiary Institute Pty Ltd will retain all documents submitted with this application
- Remember to keep a copy of this application for your files

## Agent Obligations

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Before making an application, you should be familiar with the following:

- [Education Service for Overseas Student Act 2000](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (National Code 2018)
- [Migration Agents Regulations 1998](#)
- [Agent Code of Ethics](#) (ACE)
- Australian Tertiary Institute Pty Ltd website

It is also recommended that you visit:

- Department of Home Affairs - [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- Department of Education and Training – [www.education.gov.au](http://www.education.gov.au)
- Study in Australia - [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

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## Ongoing Communication

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Australian Tertiary Institute Pty Ltd is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. Australian Tertiary Institute Pty Ltd will also display your contact details on the Australian Tertiary Institute Pty Ltd website for the benefit of prospective students seeking to find an education agent.

## **Change of Contact Details**

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- Please keep your business contact details updated at all times.
- Australian Tertiary Institute Pty Ltd cannot be responsible for any delays caused by business contact changes without proper notification.
- To update your business contact, please, contact Australian Tertiary Institute Pty Ltd via telephone or email. Change of contact details can also be provided to Australian Tertiary Institute Pty Ltd staff during personal visits.

## **Application Assessment and Outcome**

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The standard processing time for an application is 6 to 8 weeks from the receipt of a complete application. If you do not provide all of the information required or provided only partial information, your application may be delayed.

Incomplete applications will only be held by Australian Tertiary Institute Pty Ltd for 60 days from the date of advising that the application requires further information. After 60 days your application will be securely discarded.

If your application is approved, Australian Tertiary Institute Pty Ltd will:

- send you a *Certificate of Appointment* as evidence of registration, and
- send you a copy of the Education Agent Agreement for your signature.

(You will be requested to retain a copy for your records and send the other to Australian Tertiary Institute Pty Ltd)

If your application is not approved, Australian Tertiary Institute Pty Ltd will:

- send you a letter via email advising of this outcome, and securely discard your original application.

Education Agent - Application Form			
<b>Agent Name</b>			
<b>Business Trading Name</b>			
<b>Business Registration Number</b>			
<b>Business Registration Authority</b>			
<b>MARA Code</b>			
<b>Postal Address</b>			
<b>Country</b>			
<b>Business Address (If not the same as postal address)</b>			
<b>Country</b>			
<b>Telephone Contact</b>	<b>Phone</b>		<b>Mobile</b>
<b>Email Address</b>			
<b>Number of Years in Operation</b>		<b>Number of Staff</b>	
<b>Description of your major Business activities:</b>			
<b>Detail membership of professional associations</b>			
<b>Detail specific International recruitment training undertaken</b>			
<b>Number of students that your organisation has referred to Australian education Institutions over the past 3 years</b>			

<b>High School</b>		<b>RTO</b>		<b>University</b>		<b>ELICOS</b>	
<b>Details of Key Directors and Employee/s</b>							
<b>Person 1</b>							
<b>First Name</b>							
<b>Surname</b>							
<b>Title</b>							
<b>Background, qualifications and previous experience</b>							
<b>Person 2</b>							
<b>First Name</b>							
<b>Surname</b>							
<b>Title</b>							
<b>Background, qualifications and previous experience</b>							
<b>Person 3</b>							
<b>First Name</b>							
<b>Surname</b>							
<b>Title</b>							
<b>Background, qualifications and previous experience</b>							
<b>Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.</b>							

<b>Understanding of and Complying with ESOS requirements</b>	
Are you prepared to regularly monitor the following websites: <ul style="list-style-type: none"> <li>Department of Home Affairs – <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a></li> <li>Department of Education and Training - <a href="http://education.gov.au">education.gov.au</a></li> </ul>	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Have you read the National Code of Practice for Providers of Education and Training to Overseas Students to Overseas Students (The National Code 2007)?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
<b>Please list the main responsibilities of Agents under the National Code?</b>	
<b>How will you comply with these obligations?</b>	
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DAH website referred to above?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Are you prepared to comply with all requirements of Australian Tertiary Institute Pty Ltd about advertising and course material, application procedures and providing information to students?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Are you prepared only to use material supplied by Australian Tertiary Institute Pty Ltd to describe the Institute and its courses?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
<b>Description of Potential Market</b>	
From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice	

Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary:
Which subject areas do you believe would be of interest to prospective students in your region or area? _____
Why do you say this?
<b>Proposal</b>
Please outline the support services you can offer to students
What do you believe is the most effective marketing strategy to employ in your particular area, region or market?
What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?
Please use the space provided below to include any other information you consider to be of importance to this application:

References	
Please list the names of three (3) referees who can vouch for you and your company's financial standing and their contact details.	
Reference 1	
First Name	
Surname	
Company	
Phone	
Email	
Reference 2	
First Name	
Surname	
Company	
Phone	
Email	
Reference 3	
First Name	
Surname	
Company	
Phone	
Email	

Proposed Agreement	
Are you prepared to enter into an Agreement with the Australian Tertiary Institute Pty Ltd in accordance with International Education Agent Agreement	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Full Name	
Signature	
Date	

Checklist		
Please check that you have completed all the following before submitting this form.	Yes	No
All questions answered		
Check that all referees from the industry have been provided (if available) It is understood that providing industry referees may not be possible if you are just commencing your education agency, but referees will be highly considered		
Proof of business registration provided		
Supporting documents are certified copies		
Understood ESOS requirements		
Signature provided		