

# Education Agent Application Form

CRICOS provider Number: 02934D, RTO Provider Number: 121952

## SECTION A: CONTACT DETAILS

BUSINESS NAME			
BUSINESS ADDRESS			
CONTACT NAME			
TELEPHONE		FAX	
EMAIL		WEB	

## SECTION B: BUSINESS BACKGROUND

<p>How many years have you been operating as an education agent?</p> <p><i>Please provide a copy of your most current business plan including company profile.</i></p>	<input type="checkbox"/> NO <input type="checkbox"/> YES (Please provide details)  <hr/> <hr/> <hr/>	
<p>How many international prospective learners do you recruit for study each year?</p>	Secondary School	
	Certificate I Level Courses	
	Certificate II Level Courses	
	Certificate III Level Courses	
	Certificate IV Level Courses	
	Diploma Level Courses	
	Advanced Diploma Level Courses	
<p>To which countries do you send the majority of prospective learners for study?</p>		
<p>To which Australian schools or institutions do you refer prospective learners?</p>		

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Are you a member of a national association e.g. MARA or organisation for placement of prospective learners overseas?	<input type="checkbox"/> NO <input type="checkbox"/> YES (Please provide details) <hr/> <hr/> <hr/>
Do you use sub-agents or other people not employed by the company to perform prospective learner recruitment activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, do you ensure such sub-agents and/or individuals are aware of and comply with recruitment agent obligations under the Education Services for Overseas Students (ESOS) Act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you prepared to provide the details of any such sub-agents and/or individuals to Southern Cross Education Institute and/or North Melbourne Grammar College if an Education Agent Agreement is executed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Which services do you provide to learners? <i>(Please tick the appropriate boxes)</i>	
<input type="checkbox"/> STUDENT COUNSELING	<input type="checkbox"/> FOLLOW UP WITH PARENTS
<input type="checkbox"/> COLLECTING FEES	<input type="checkbox"/> ENGLISH TESTING
<input type="checkbox"/> PRE-DEPARTURE BRIEFING	<input type="checkbox"/> VISA APPLICATIONS
<input type="checkbox"/> HOMESTAY/GUARDIANSHIP	<input type="checkbox"/> OTHER <i>(Please Specify)</i> <hr/> <hr/> <hr/>

## SECTION C: HUMAN RESOURCE

How many staff is employed in the company?	Counsellors	
	Administrative Staff	
What qualifications do they hold?		
Have any of these staff studied or worked in Australia?	<input type="checkbox"/> NO <input type="checkbox"/> YES (Please provide details) <hr/> <hr/> <hr/>	

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Have you or any of your counsellors ever visited Australia?	<input type="checkbox"/> NO
	<input type="checkbox"/> YES (Please provide details)
	_____
	_____
	_____

## SECTION D: UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

Are you prepared to regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website for up to date information?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you prepared to regularly monitor the Australian Department of Education website for up to date information?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please list the main responsibilities of Education Agents under the National Code.		
How will/do you comply with these obligations?		
Do you ensure that prospective learners coming to Australia on a student visa have a primary purpose of studying and notify them that they must study full time?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you understand that you must not make any guarantees about achieving residential status in Australia, and that you can refer prospective learners to the DIBP for further information on this issue?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you prepared to comply with all requirements of Southern Cross Education Institute and/or North Melbourne Grammar College with relation to advertising, course material, application and enrolment procedures and providing information to prospective learners?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you prepared to only use material supplied by Southern Cross Education Institute and/or North Melbourne Grammar College to describe its courses?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## SECTION E: DESCRIPTION OF POTENTIAL MARKETS

From which geographical area will your potential market come? <i>Please describe any strengths you have in these regions to justify your choice.</i>	
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Please describe the characteristics of your potential market (e.g. age, income, educational background, university networks etc.)	
Which subject area(s) do you believe would be of interest to prospective learners in your region or area?	

## SECTION F: PROPOSAL

Please outline the support services you can offer prospective learners and learners.	
What do you believe is the most effective marketing strategy to apply 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 for the purpose of recruiting prospective learners?	

## SECTION G: REFEREES

*Please indicate two referees from Australian education institutions we can contact where you have enrolled learners or with whom you have an agreement to supply learners.*

### REFEREE 1

	FOR OFFICE USE ONLY	
Referee Details	Verified	Approved by CEO and/or Delegate
Name		
Address		
Phone		
Email		

### REFEREE 2

	FOR OFFICE USE ONLY	
Referee Details	Verified	Approved by CEO and/or Delegate
Name		
Address		
Phone		
Email		