



## Education Agent Application

### APPLICATION

Thank you for considering American College as a potential business associate. If you decide to apply to become a registered American College 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

**AMERICAN COLLEGE**

180 Logan Road  
Woolloongabba  
Queensland 4102  
AUSTRALIA

Ph: +61 7339 17599

Email: [info@americancollege.edu.au](mailto:info@americancollege.edu.au)

Web: [www.americancollege.edu.au](http://www.americancollege.edu.au)

ABN: 91 130 637 320

ACN: 130 637 320

- 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 American College will retain all documents submitted with this application
- Remember to keep a copy of this application for your files

### AGENT OBLIGATIONS

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

- Education Service for Overseas Student Act 2000
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student (The National Code 2007)
- American College website [www.americancollege.edu.au](http://www.americancollege.edu.au)

It is also recommended that you visit:

- The Australian Government Department of Immigration and Border Protection (DIBP) Website ([www.immi.gov.au](http://www.immi.gov.au))
- Australian Education International [www.aei.gov.au](http://www.aei.gov.au)

## ONGOING COMMUNICATION

American College 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. American College will also display your contact details on the College's website for the benefit of prospective students seeking to find an education agent.

## CHANGE OF CONTACT DETAILS

- ❑ Please keep your business contact details updated at all times.
- ❑ American College cannot be responsible for any delays caused by business contact changes without proper notification.
- ❑ To update your business contact, please download the Agent Change of Details Form.

## APPLICATION ASSESSMENT AND OUTCOME

- ❑ 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 American College 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, American College will:
  - o send you a certificate as evidence of registration, and
  - o two copies of an Education Agents Agreement for your signature.

You will be requested to retain a copy for your records and send the other to American College together with a Business Plan.

- ❑ If your application is not approved, the College will:
  - o send you a letter via email advising of this outcome, and
  - o securely discard your original application.

**AGENT APPLICATION FORM**

**1. Company Details**

Agent name: \_\_\_\_\_

Business trading name: \_\_\_\_\_

Business registration number: \_\_\_\_\_

Business registration authority: \_\_\_\_\_

Postal address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Business address: \_\_\_\_\_

Same as postal address?  
*(If no, complete business address below)*

Business address: \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone contact \_\_\_\_\_

Phone (1): \_\_\_\_\_ Phone (2): \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please provide a description of your major business activities

Number of years in operation: \_\_\_\_\_

Number of staff/counsellors: \_\_\_\_\_

Detail membership of professional associations:

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Detail specific International recruitment training undertaken

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Number of students referred to Australian educational institutions over the past 3 years.

High School & ELICOS	TAFE	Undergraduate	Postgraduate	RTO

**2. Details of Key Directors and Employee/s:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Background, qualifications and previous experience: \_\_\_\_\_

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Background, qualifications and previous experience: \_\_\_\_\_

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Background, qualifications and previous experience: \_\_\_\_\_

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\_\_\_\_\_  
Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Understanding of and Complying with ESOS requirements**

Are you prepared to regularly monitor The Australian Government Department of Immigration and Border Protection (DIBP) website? ([www.immi.gov.au](http://www.immi.gov.au))

Yes  No

Are you prepared to regularly monitor The Australian Government Department of Education? (<http://education.gov.au/>)

Yes  No

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007)?

Yes  No

Please list the main responsibilities of Agents under the National Code?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you comply with these obligations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?

Yes  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 DIBP website referred to above?

Yes  No

Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students?

Yes  No

Are you prepared only to use material supplied by the Institute to describe the Institute and its courses?

Yes  No

**4. Description of Potential Market**

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.

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Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary.

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Which subject areas do you believe would be of interest to prospective students in your region or area? Why do you say this?

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**5. Proposal**

Please outline the support services you can offer to students

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What do you believe is the most effective marketing strategy to employ in your particular area, region or market?

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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?

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Please use the space provided below to include any other information you consider to be of importance to this application.

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Please list the names of three (3) referees who can vouch for you and your company's financial standing and their contact details.

Name \_\_\_\_\_  
From \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
From \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
From \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**6. Have you ever been charged with any criminal offence/activity in the past?**

- Yes
- No

If yes, Please provide details

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**7. Proposed Agreement**

Are you prepared to enter into an Agreement with American College?  Yes  No

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Checklist:**

All questions answered	
Check that 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 business	
Proof of business registration provided	
Supporting documents are certified copies	
Reviewed Sample Agent Agreement on American College website	
Understand ESOS requirements	
Signature provided	



**Office use only:**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Checklist**

All questions answered	
Check that 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 business	
Proof of business registration provided	
Supporting documents are certified copies	
Understand ESOS requirements	
Signature provided	

Please refer to copy of International Agent Agreement

**AMERICAN COLLEGE**  
**180 Logan Road, Woolloongabba, Brisbane, QLD- 4102 Australia**  
**Ph: +61 (07) 3391 7599 Email: [info@americancollege.edu.au](mailto:info@americancollege.edu.au)**  
**Website: [www.americancollege.edu.au](http://www.americancollege.edu.au)**