

Education Agents Application Form

Company Details and Background	
Business Legal Name:	
Trading Name (if different from Business Legal Name):	
Company/ Business Registration Number:	
Town and Country of Company/ Business Registration:	
Business Address:	Years Established:
Phone:	Number of staff:
Email:	Number of international offices:
Website:	Locations of International Offices (if applicable):
Please describe your business activities:	
Director and Employee Details	
Person 1	Person 2
Name:	Name:
Position:	Position:
Qualifications and previous experience:	Qualifications and previous experience:
Membership of education agent professional bodies:	Membership of education agent professional bodies:
Potential Markets and Services to be Provided	
What are your main target markets?	
What marketing strategies will you use to promote our courses?	
Please outline any support services that you offer prospective students.	
Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each?	
Agency Performance and Compliance	
How many Australian education institutions are you currently representing?	
How many students have you referred to Australian educational institutions in the past 2 years?	
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 and National Code?	Yes No
Do you regularly monitor the Australian Department of Home Affairs - Immigration and Citizenship (DHA) website (https://www.homeaffairs.gov.au/) and the Department of Education and Training	Yes No
Are you willing to comply with the requirements of Victorian Institute of Education Pty Ltd 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 Victorian Institute of Education Pty Ltd to promote our courses?	Yes No
Additional Information	
Please provide any other information that you	

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think will support your application.	
References - Please provide details of at least 3 Australian education providers that we can contact for a reference.	
Institution 1	
Name of Institution	
Contact Person	
Position	
Phone Number	
Email Address	
Dates when you worked with them	
Institution 2	
Name of Institution	
Contact Person	
Position	
Phone Number	
Email Address	
Dates when you worked with them	
Institution 3	
Name of Institution	
Contact Person	
Position	
Phone Number	
Email Address	
Dates when you worked with them	
Declaration	
<p>In signing this agreement, you declare that:</p> <ul style="list-style-type: none"> ⊙ 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. ⊙ Victorian Institute of Education Pty Ltd 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. <p>Privacy Statement: All information collected, used or disclosed by Victorian Institute of Education Pty Ltd is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Victorian Institute of Education Pty Ltd's policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.</p>	

Signature:	Printed Name:	Date: / /
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Please return this form along with supporting evidence to Victorian Institute of Education Pty Ltd at Level 3, 741 George St, HAYMARKET NSW 2000, Australia or email at marketing@vie.edu.au