

AGENT APPLICATION FORM

COMPANY INFORMATION

REGISTERED BUSINESS NAME

AUSTRALIAN BUSINESS NUMBER
(if applicable)

MIGRATION AGENT REGISTRATION
AUTHORITY NUMBER (if applicable)

BUSINESS ADDRESS

OTHER LOCATIONS
(if applicable)

TELEPHONE

EMAIL

WEBSITE

CONTACT PERSON INFORMATION

TITLE Miss Ms Mr Mrs

FULL NAME

POSITION/JOB TITLE

MOBILE
(Please include area codes
and/or extensions)

TELEPHONE

EMAIL

ADDITIONAL AGENT INFORMATION

Years in Business

Years in Education Industry

Name of Director(s)

No. of international students recruited in the previous year

Which countries do you send students to study?

From which countries do you currently/plan to recruit students from?

List the most popular courses you currently promote

What is the projected number of students you plan to send to Australia in the next 6 months?

Are you a member of an agents association in your country or Australia? Yes No (If yes, please provide evidence of membership)

Have you completed the ISANA National Code 2018 Tutorial? Yes No (If yes, please provide evidence)

Are you a Qualified Education Agent Counsellors (QEAC) certified agent? Yes No (If yes, please provide QEAC Number and evidence)

Has your agency ever had its agreement with any provider terminated? Yes No (If yes, please provide details)

REFERENCES

Please provide references of two institutions you are currently representing, including at least one Australian institution.

NAME OF INSTITUTION	POSITION
CONTACT PERSON	
EMAIL	MOBILE

NAME OF INSTITUTION	POSITION
CONTACT PERSON	
EMAIL	MOBILE

SUPPORTING DOCUMENTATION

In addition to the form above, please also submit the following supporting documentation. If you are unable to submit any of the following, please include a note in your email/post package.

- Evidence of business structure (business plan)
- Evidence of accreditation, membership details of professional associations
- Evidence of education qualifications and/or professional development activities
- Evidence of completion of the ISANA National Code 2018 tutorial
- Evidence of QEAC certification

Please note that if you are an agent from India or Pakistan you must be a member of the relevant organizations before **King's School of Culinary Arts** can accept your application. India - Association of Australian Education Representatives in India. Pakistan - Association of Professional Education Consultants of Pakistan

EDUCATION AGENT CODE OF CONDUCT

Standard 4 of the National Code 2018 outlines the requirements and responsibilities for CRICOS providers who engage education agents to recruit overseas students. The purpose of this code is to set minimum standards for all our authorized education agents to maintain professionalism and deal with prospective overseas students with honesty and integrity so that their (the prospective overseas students) interests and rights are protected Agents in this code refers to all employees of the agency and their sub agents and contractors.

This code has been developed by referring to the following sources

- The National Code 2018 Standard 4
- Australian Education International (AEI) Using Education Agents - A guide for providers of education and training to overseas students (July 2009)
- International Education Management – A best practice guide for the Queensland VET sector (July 2009)

We expect our education agents work with overseas students professionally and in an ethical manner. King’s expects its education agents to comply with this code of conduct and if any serious breaches to this code found, King’s will implement appropriate disciplinary action to the extent of terminating agent agreement

Agent Responsibilities

- Agents act with honesty and integrity in all their dealings with the prospective students and King’s and market and promote our courses in way that college reputation and in general the industry reputation is protected
- Agents demonstrate knowledge and understanding of the requirements of the ESOS Act 2000 and National Code 2018 and take steps to ensure that their staff and sub agents are properly trained in this area
- Agents ensure that they provide all relevant information regarding the courses and college to ensure that students make an informed decision
- Agents do not knowingly recruit students where there is conflict with the Standard 7 requirement
- Agents do not false or misleading information about King’s, its courses, its association with other providers, possible migration outcomes and employment outcomes
- Agents provide up-to-date information to all prospective students
- Agents follow King’s ’s Access and Equity policy and principles during student recruitment
- Agents safeguard the personal and sensitive information provided by the prospective students

King’s Responsibilities

- King’s agrees to provide current, accurate marketing materials prior to students being enrolled
- King’s agrees to market its courses with absolute integrity and professionalism
- King’s agrees to provide services to its students as per enrolment agreement
- King’s will maintain regular contact with the agent to keep them up to date

I agree to be bound by this Code of Conduct and the National Code 2018 requirements. Failure to follow the Education Agent Code of Conduct may lead to the Education Agents Agreement being terminated.

<p>APPLICANT NAME</p> <p>SIGNATURE (hard-copy form only)</p>	<p>POSITION</p> <p>DATE</p>
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Submit via Email:

Complete the form, save it to your computer and attach it to an email addressed to kings@kings.nsw.edu.au

Submit via Mail:

Complete the form, print it and post it to either of our offices:

Shop1, 15-17 Blaxland Road
 Sydney NSW 2138
 Australia

OFFICE USE ONLY

Date Application Received

All Details Provided Yes No

Complete Reference Checks
 (Include detail about results)

Assessment of Agent Recommended Yes No

Signature of Student Admissions Officer Date

Signature of Marketing Manager Date

Reason for Decision