

EDUCATION AGENT APPLICATION FORM

ABOUT THIS FORM

Thank you for your interest in becoming an education agent with Australasia Technology Institute. Once we receive your application, we will acknowledge we have received your application within 3 working days of receipt. If you require any assistance in completing this form, please contact us by phone or email. Please ensure you include the details of two referees who can support your application.

Once we have assessed your application (within 10 working days of receipt), we will be in touch with you in writing regarding the outcome of the application. If the application is approved, we will send you an agreement in writing for signing and you will need to participate in an induction with us thereafter.

You can send this form back to us by post or email.

COMPANY DETAILS

COMPANY NAME <i>(legal and trading name)</i>	
ACN AND ABN	
AGENCY ORIGIN	<input type="checkbox"/> Australia <input type="checkbox"/> Other country:
ADDRESS	
WEBSITE ADDRESS	
CONTACT PERSON	
PHONE NUMBER/S	
EMAIL ADDRESS	
NUMBER OF EMPLOYEES	
TARGET RECRUITMENT COUNTRY	

COMPANY OVERVIEW

Please provide a summary of the services your company offers, as well as your company structure.

EXPERIENCE

Please outline your experience in recruiting international students. This should include:

- *the number of years you have been in business*
- *the number of providers you currently represent*
- *whether you use any sub-agents*
- *an indication of the geographical areas from which you currently recruit students from*
- *the number of students referred to Australian education institutions in the past three years.*

BENEFITS

Please explain the benefits that your company can offer to us.

REFEREES

REFEREE 1	
COMPANY NAME	
CONTACT PERSON NAME	
CONTACT PERSON POSITION	
PHONE NUMBER	
EMAIL ADDRESS	

REFEREE 2	
COMPANY NAME	
CONTACT PERSON NAME	
CONTACT PERSON POSITION	
PHONE NUMBER	
EMAIL ADDRESS	

PRIVACY NOTICE

Australasia Technology Institute is required to collect education agents' personal information. This may be shared with the Australian Government as required for the purposes of:

- promoting compliance with the ESOS Act and the National Code;
- assisting with the regulation of Agents;
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- facilitating the monitoring and control of immigration.

Information about education agents can also be accessed by all registered providers through PRISMS and includes:

- the outcome of the enrolments
- the percentage of completed CoEs by the education agent
- the number of CoEs created with the education agent's involvement against the total number of CoEs created for the provider.

EDUCATION AGENT DECLARATION

- I declare that the information provided is true and correct.
- I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.
- I understand my responsibilities as an education agent under the National Code 2018 Standard 4 and have a good understanding of the international education system in Australia, including the International Education and Training Code of Ethics.
- I acknowledge my responsibility in collecting and verifying GTE-related documentation.
- I understand that I must ensure student data is accurate in accordance with AVETMISS and agree to comply with the Privacy Act 1988.
- I am responsible for any sub-agents I appoint and will seek approval from the RTO before doing so.
- I understand that I must cooperate with any complaints investigations or performance reviews, and participate in required training and monitoring activities conducted by Australasia Technology Institute.

NAME OF EDUCATION AGENT REPRESENTATIVE	
EDUCATION AGENT REPRESENTATIVE POSITION	
SIGNATURE	
DATE	