

Education Agent Application Form VTI

Section 1 : Business Detail	
Company Name:	
Trading Name:	
Business Registration Number (Country of Origin):	
Australian Business Registration Number (If applicable):	
MARA Registration Number:	
Key Contact Person(s)- Applicants name:	
Registered Physical Address: (include state/region and country):	
Telephone:	
Email:	
Website:	
Referees	
Referee 1	Referee 2
Organisation Name:	Organisation Name:
Contact Person:	Contact Person:
Telephone:	Telephone:
Email:	Email:

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Section 2: Business Background and History

How long have you been in business as an Education agent?

..... YearsMonths

Is your office involved in any other business activities other than student recruitment?

Yes No (If yes, please provide details)

Which Australian educational institutions do you currently represent? State at least 3 institutions.

1-

2-

3-

Do you have any additional offices/branches? Yes No (if yes, please provide details below)

Office/ branch Name:

Office/ branch Address and Contacts:

Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?

Yes No

If yes, do you ensure that each sub-agents and or individuals are aware of and comply with recruitment agent obligations under ESOS Act and National Code 2018?

Yes No

Which Services do you provide to students? (Please tick the appropriate boxes)

- | | | |
|---|---|---|
| <input type="checkbox"/> Student Counselling | <input type="checkbox"/> Follow up with parents | <input type="checkbox"/> Visa application |
| <input type="checkbox"/> English testing | <input type="checkbox"/> Collecting fees | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Pre-departure briefing | <input type="checkbox"/> Home stay/guardianship | |

Section 3: Marketing and Promotional Activities

How do you propose to promote VTI? (Please tick the appropriate boxes)

Bouchers Exhibitions Internet Education Agent Website Student seminar

Other (Please specify)

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<p>How many international students do you recruit each year?</p> <p>VET: ELICOS: Higher Education:</p>
<p>Name up to three destination countries that the majority of your requirement comes from:</p> <p>1-</p> <p>2-</p> <p>3-</p>
<p>Name the top 3 courses that students from your agency opt for?</p> <p>1-</p> <p>2-</p> <p>3-</p>
<p>How many students do you expect to send to VTI each year?</p> <p>.....</p>

Section 4: Document Checklist

Required documents to be attached	VTI's Use Only	
Item	Supplied	Approved/ Declined by VTI Staff
Company information including company profile, organisational chart and marketing profile		
Evidence of business registration		
MARA Certification		
Student testimonials (if available)		
Other supporting documents (e.g. industry associations, memberships, etc.)		
At least two referees		
Completed Education Agent Application Form		

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Section 5: Declaration

I/we declare that the answers and information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.

I/We declare that I/we understand all relevant laws and regulations of Australia and of the countries where we recruit students, in particular those laws pertaining to Australian consumer protection, the ESOS Act and the National Code 2018. Also agree to regularly view the Department of Home Affairs website to monitor policies and any changes to the policies.

I/We confirm that I/we have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.

I/We confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

I/We confirm my/our obligation to observe appropriate levels of confidentiality and transparency in our dealings with overseas students or intending overseas students and act honestly and in good faith, and in the best interests of the student.

Applicant's Name: Date:

Applicant's Signature: Title:

VTI's Use Only

Application received on:

Name of the Authorised VTI's officer:

Date:

Please return this completed application form together with all supporting documentation to marketing@vocationalinstitute.com.au