

## Education Agent Application Form

Company Details and Background	
Company/Business Name:	
Trading Name:	
Type of Legal Entity:	
Registered in Australia:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide: ACN: _____ or ABN: _____ If no please provide: Overseas Entity Registration Number: _____
Years Established:	
Name of CEO/Director:	
Registered Head Office Address:	
Business Address:	
Phone:	
Email:	
Website:	
Please describe your current business activities:	
Number of Staff:	Number of international offices:
Location(s) of international offices	

## Education Agent Application Form

Director and Employee Details	
<b>Person 1</b>	
Name:	
Position:	
Qualifications and previous experiences:	
Membership of education agent professional bodies:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please comment:
<b>Person 2</b>	
Name:	
Position:	
Qualifications and previous experiences:	
Membership of education agent professional bodies:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please comment:
<b>Person 3</b>	
Name:	
Position:	
Qualifications and previous experiences:	
Membership of education agent professional bodies:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please comment:

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### Potential Markets and Services to be Provided

What are your target markets?

What marketing strategies will you use to promote our course?

Please outline any support services that you offer prospective students.

Do you charge students any fees for your service?

Yes  No

If yes, please provide details of the services and relevant fee for each:

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<b>Agency Performance and Compliance</b>	
How many Australians training providers 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: <a href="http://www.pieronline.org">www.pieronline.org</a>	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly check the Department of Home Affairs and the Department of Education website to get regular updates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to comply with the requirements of Melbourne Metropolitan College regarding advertising, course materials and application procedures, and provide accurate information to students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to use the marketing materials provided by Melbourne Metropolitan College to promote our courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional Information</b>	
Please provide any other information you think will support your application.	

## Education Agent Application Form

References		
Please provide any other information you think will support your application.		
Institution 1		
Name of Institution:		
Contact Person:		
Position:		
Phone Number:		
Email:		
Dates of your employment:	Start:	End:
Institution 2		
Name of Institution:		
Contact Person:		
Position:		
Phone Number:		
Email:		
Dates of your employment:	Start:	End:
Institution 3		
Name of Institution:		
Contact Person:		
Position:		
Phone Number:		
Email:		
Dates of your employment:	Start:	End:

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### Declaration

In signing this agreement, you declare that

- 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.
- Melbourne Metropolitan College is authorized to contact the referees listed to collect information about my conduct and services.
- You acknowledge and agree to the privacy statement provided below.

**Privacy Statement:** All information collected, used or disclosed by Melbourne Metropolitan College is confidential and protected by the Privacy and Data Protection Act 2014 and other relevant legislation. The Melbourne Metropolitan College Privacy Policy is available from our website. Melbourne Metropolitan College may provide information about or students to Commonwealth and State agencies as required by law.

Signature:		Date:	
Name:			

**Please return this form and the supporting evidence to the Melbourne Metropolitan College office representative.**