



SC7.6 Education Agent Application

Company Details			
Company Name			
Street Address			
Postal Address			
Phone		Fax	
Web		Email	
Company Contacts			
Company Director		Phone	
Contact Name		Position	
Phone		Email	
Company Profile			
Business Registration (ABN) No. (if located in Australia)			
Business Registration Certificate (if located offshore)			
Details of registering country and authority			
Has the company or any individual within the company every been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes? If yes provide details			
Business Profile/Strategic Plan (please attach)			

Key Business Activities (List)	_____

Year founded	

Company Profile cont	
Years as an education agent	
Number of staff	_____
EATC Training (PIER Online) Yes/No (if Yes, please attached Certificate)	_____
Offices and locations	_____
Sub-agencies	_____
List associations/ affiliations with other relevant organisations	1 _____
	2 _____
	3 _____
List associations with any local authorities / governments / councils/etc.	1 _____
	2 _____
	3 _____
China Approval Only for agents located in China	Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Provide details: _____

Marketing

List geographical territory you service. _____

Provide description of your target market, demand and other relevant factors _____

Outline your proposal for promotion and marketing in your territory _____

Current & Proposed Performance

Number of students sent abroad each year. _____

Proposed number of students you intend to send to us in the next year. _____

Service Fees and Charges

What services do you provide for students? _____

Please provide details of any fees you charge students. _____

Referees

Educational Referees (1)

Name _____ Position _____

Organisation _____

Address _____

Phone _____ Email _____

Educational Referees (2)	
Name	_____ Position _____
Organisation	_____
Address	_____
Phone	_____ Email _____

DECLARATION

I would like to represent your company as an educational representative, and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the Australian Border website (www.border.gov.au).
- Regularly monitor policies, regulations and changes to these policies and regulations as reported on the Australian Government Department of Education website.
- I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant Standards.
- Only use marketing material that is approved by AIM Institute of Health & Sciences.

Signed: _____

Name: _____

Position: _____

Date: _____

Organisation: _____

