

SC31.2-I: Education Agents Application Form



Please read the following information carefully:

Before making an application you should access the following information and read it: Education Services for Overseas Student Act 2000; and National Code of Practice for Providers of Education and Training to Overseas Students 2018. Also, please visit Department of Home Affairs (DHA) website and the Department of Education and Training.

Company Details and Background

Company / Business Name:

Trading name (if different from Company name)

Company/ Business Registration Number:

Years Established:

Name of Director/ CEO:

Town and Country of Company/ Business Registration:

Business Address

Phone:

Email:

Website:

Please describe your business activities

Number of staff:

Number of international offices:

Locations of International Offices:

Director and Employee Details

Person 1

Name:

Position:

Qualifications and previous experience:

Membership of education agent professional bodies:

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Person 2
Name:
Position:
Qualifications and previous experience:
Membership of education agent professional bodies:
Person 3
Name:
Position:
Qualifications and previous experience:
Membership of education agent professional bodies:
Potential Markets and Services to be Provided
What are your target markets?
What marketing strategies will you use to promote our courses?
Please outline any support services that you offer prospective students.
Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each.

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Agency Performance and Compliance
How many Australian education institutions 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.
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 monitor the Australian Department of Home Affairs (DHA) website (www.homeaffairs.gov.au) and the Department of Education and Training? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to comply with the requirements of BCC Institute 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 BCC Institute to promote our courses? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that you must not make any guarantees about achieving residential status in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No
Should students require further information about visa application they can be referred to DHA website.
Does your company have a refund policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please attach.
Additional Information
Please provide any other information that you think will support your application.
References
Please provide details of at least 3 Australian educational institutes that we can contact for a reference.
Institution 1
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them

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Institution 2
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Institution 3
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Declaration
<p>In signing this agreement, you declare that</p> <ul style="list-style-type: none">• 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.• BCCI is authorised to contact the referees listed to collect information about my conduct and services.• You acknowledge and agree to the privacy statement provided below.• You agree to comply with the Government regulator, ASQA if required. <p>Privacy Statement: All information collected, used or disclosed by _____ is confidential and is protected by the Privacy Act 1988 and other relevant legislation. BCC Institute policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.</p>

Signature: _____	Date: / /
Printed Name: _____	

Please return this form along with supporting evidence to BCC Institute at the below address or email to info@bccci.edu.au