

EDUCATION AGENT APPLICATION FORM



Australian International
Institute of
Higher Education

TEQSA Registered in the "Institute of Higher Education" category

Company Details and Background

Legal Name:			
Trading name: (If different)			
Director/CEO Name:			
Registration Number:		Year established:	
Registration Town:		Registration Country:	
Business Address:			
Phone:		Fax:	
Email:		Website:	
Number of staff:		Number of international offices:	

Please describe your business activities

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Locations of international offices

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Manager Employee Details

Person 1

Name:		Position:	
Qualifications:			
Previous experience:			

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Membership of education agent professional bodies:			
Person 2			
Name:		Position:	
Qualifications:			
Previous experience:			
Membership of education agent professional bodies:			
Person 3			
Name:		Position:	
Qualifications:			
Previous experience:			
Membership of education agent professional bodies:			
Potential Markets and Services to be Provided			
What are your target markets?			

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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?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please provide details of the services and relevant fee for each.			
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 <i>National Code 2018</i> and the <i>Australian International Education and Training Agent Code of Ethics</i> . 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 www.pieronline.org ?		<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 <i>ESOS Act</i> and <i>National Code 2018</i> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Do you regularly monitor the Department of Home Affairs (DHA) website (https://www.homeaffairs.gov.au/) and the Department of Education, Skills and Employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to comply with the requirements and policies of the Queensland Institute of Higher Education 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 the Queensland Institute of Higher Education to promote our courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Information	
Please provide any other information that you think will support your application.	
References	
Please provide details of at least 2 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:	
Institution 2	
Name of Institution:	
Contact Person:	
Position:	
Phone Number:	
Email Address:	
Dates when you worked with them:	

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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.
- ♦ The Queensland Institute of Higher Education is authorised to contact the referees listed to collect information about your conduct and services.
- ♦ You acknowledge and agree to the privacy statement provided below.

Privacy Statement: All information collected, used or disclosed by the Queensland Institute of Higher Education is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Our *Personal Information and Privacy Policy and Procedure* is 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.

Printed Name:

Signature:

Date:

Please return this form along with supporting evidence to:

Australian International Institute of Higher Education

Level 8, George St, Sydney, NSW 2000, Phone 02 9261 1078

Or, Level 23 – 24, 343 Albert St, Brisbane, QLD 4000, Phone 07 3667 9512

Or by Email: marketing@aiihe.edu.au