

## Education Agent Application Form

Please complete your applications in block letters



Saint Stephen's College

### COMPANY DETAILS

Company Name: \_\_\_\_\_ ABN No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Business Activities: \_\_\_\_\_ Years in Existence: \_\_\_\_\_ Number of Staff/Counsellors: \_\_\_\_\_

### DETAILS OF KEY DIRECTORS AND EMPLOYEES

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Qualifications and Previous Experience: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Qualifications and Previous Experience: \_\_\_\_\_

Please list other education schools you have represented or currently represent in Australia or another country

### PERFORMANCE

The total number of students referred to Australian education institutions over the past 2 years

Schools & ELICOS Courses: \_\_\_\_\_

### COMPLIANCE

Please circle YES or NO

1. Have any of your staff completed only Education Agents training Courses

YES NO

If YES, how many? \_\_\_\_\_

2. Do you understand and explain to applicants the requirements of the Education Services for Overseas? Students (ESOS) Act 2000 and National Code as and Education Agent?

YES NO

3. Do you regularly monitor The Department of Immigration and Border Protection (DIBP) website [www.immi.gov.au](http://www.immi.gov.au) and The Australian Government Department of Education website [www.education.gov.au](http://www.education.gov.au); [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)?

YES NO

4. Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? YES NO



## Saint Stephen's College

### REFERENCES

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Please list the names and contact details of two (2) academic references:

1. Name of Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of Institution: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name of Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name of Institution: \_\_\_\_\_ Email: \_\_\_\_\_

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### DECLARATION

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I confirm that the information provided is true and accurate to the best of my knowledge and I authorise Saint Stephen's College to approach referees to collect any information/details as you may request from time to time.

Signature: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_

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