

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: _____

PERFORMANCE

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

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

Schools & ELICOS Courses: _____

Details of Geographical area from which you recruit:

Which sector/s do you market students for?

LOCATION OF OTHER OFFICES, BOTH IN AUSTRALIA AND OFFSHORE

Office	Address	Phone	Email

Location and details of sub-contractors

Location and details of any off-shore partners

What services does your company provide?

Please list any professional organisations of which your company is a member of:

FAMILIARITY WITH AUSTRALIAN EDUCATION INDUSTRY

Please circle YES or NO

1. Have any of your staff completed only Education Agents Training Courses?
<https://eatc.onlinetrainingnow.com/courses/education-agent-training-course>

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 2018 as an Education Agent?

YES NO

3. Do you regularly monitor The Department of Home Affairs website <https://www.homeaffairs.gov.au>
The Australian Government Department of Education and Training website www.education.gov.au;
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

5. Do you follow the [Australian International Education and Training Agent Code of Ethics](#)?

YES NO

6. Do you have knowledge and understanding of [Simplified Student Visa Framework \(SSVF\)](#)?

YES NO

7. Do you have experience in the Education industry generally? _____

8. Do you have experience in any other major business areas? _____

REFERENCES

Please list the names and contact details of two (3) academic references:

1. Name of Contact Person: _____ Telephone: _____

Name of Institution: _____ Email: _____

2. Name of Contact Person: _____ Telephone: _____

Name of Institution: _____ Email: _____

3. Name of Contact Person: _____ Telephone: _____

Name of Institution: _____ Email: _____

DECLARATION

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.

Name of Contact Person: _____

Position: _____

Signature: _____

Date: ____/____/____