

AGENT APPLICATION FORM

COMPANY DETAILS

Company Legal Name	
Company Trading Name	
Company Registration Number	
Business Registration Number	
Australian Business Number <i>(for Australian-based companies only)</i>	
Business Address	
Postal Address	
Email	
Phone <i>(including country code and area codes)</i>	
Fax	
Year Established	
Website	
Number of Staff/Counsellors	
Migration Agent Authority Number (MARN)	
Description of Business/ brief summary	

DETAILS OF CEO/KEY DIRECTORS AND EMPLOYEES

Name	-----
Position	-----
Qualifications	-----
Name	-----
Position	-----
Qualifications	-----
Name	-----
Position	-----
Qualifications	-----
Number of staff	-----

Optional Question: DETAILS OF OTHER INSTITUTIONS/UNIVERSITIES YOU CURRENTLY REPRESENT IN AUSTRALIA & OTHER COUNTRIES (please list)

Name of Institution -----

Name of Institution -----

Name of Institution -----

PERFORMANCE INDICATORS

The number of students referred to Australian education institutions over the past 2 yrs.

High School & ELICOS Courses: _____ Vocational Course: _____

Undergraduate Course: _____ Post Graduate Course: _____

Number of students recruited (Annually) including Australia -----

Target Market (regions/ countries of client base & courses of interest to your clients)

COMPLIANCE

Please tick Yes or No and Complete All Sections as given below:

1. 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
2. Do you understand that students coming to Australia on a Student VISA must meet the (GTE) Genuine Temporary Entrant criteria?
Yes No
3. Do you understand that you must not make any guarantees about achieving residential status in Australia, but you can refer students to the relevant website?
Yes No
4. Do you understand that you must not make any guarantees about completing the courses without achieving the requisite to completion of the courses?
Yes No
5. Do you have the knowledge of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018 as an Education Agent?
Yes No
6. Please list the main responsibilities of Education Agents under the National Code 2018; How do you comply with these obligations?

7. Do you regularly monitor the Australian Department of Home Affairs website?
Yes No
8. Are you prepared to comply with the requirements of LEAD College regarding advertising, course material and application procedures, and provide accurate information to students to make informed decisions?
Yes No

DO YOU HAVE A REPRESENTATIVE IN AUSTRALIA? IF SO, PLEASE PROVIDE THE DETAILS BELOW:

Yes No

Company Name: _____ **Business Address:** _____

Company Business Registration No: _____ **Ph:** _____ **Fax:** _____

DESCRIPTION OF POTENTIAL MARKETS

1. **What do you believe to be the most effective marketing strategy to recruit students from your particular region or market?**

2. **Which region/market you believe to be the potential market? Please describe your strengths in these regions//market to justify your choice.**

3. **Please describe the characteristics of your potential market (age, income, educational background, university networks, etc). Please use separate sheets, if necessary**

4. **What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?**

STUDENT SERVICES

Please outline the support services you offer to students

Do you charge the students any service fee, if yes, please provide details

ACADEMIC REFERENCES

Please list the names and contact details of three (3) professional referees you represent:

Institute Name	
Contact Name	
Email	
Ph.	
Institute Name	
Contact Name	
Email	
Ph.	
Institute Name	
Contact Name	
Email	
Ph.	

DECLARATION

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

Signature: _____ **Name of Contact Person** _____

Date _____ **Position** _____

DOCUMENT REQUIRED (ATTACHEMNTS CHECKLIST)

In order to assess your application, please provide the following documents:

Item	Supplied		Verified	
	Yes	No	Yes	No
Evidence of business registration	Yes	No	Yes	No
Company/Business profile	Yes	No	Yes	No
Photo of premises and staff	Yes	No	Yes	No
Documents that you believe will support your application, particularly describing the student services you provide	Yes	No	Yes	No
Evidence of professional memberships, if any	Yes	No	Yes	No
Supporting promotional materials/information provided to international students, including website URL	Yes	No	Yes	No

SENDING THE APPLICATION

Please send the application to: Email: info@leadcollege.edu.au ; Further inquiry at **website** www.leadcollege.edu.au **and/or** call our staff on **Phone: 1300 887 361, +61286685676**

FOR OFFICE USE ONLY

Item	Supplied		Approved	
	Yes	No	Yes	No
Evidence of business registration	Yes	No	Yes	No
Company/Business profile	Yes	No	Yes	No
Photo of premises and staff	Yes	No	Yes	No
Documents that you believe will support your application, particularly describing the student services you provide	Yes	No	Yes	No
Evidence of professional memberships, if any	Yes	No	Yes	No
Supporting promotional materials/information provided to international students, including website URL	Yes	No	Yes	No

Verifications are to be completed

Further Evidence Required Yes No **Due Date** _____

Approved **Not Approved** **Date** _____

Authorised Person Name _____

Position _____ **Signature** _____ **Date** _____