

EDUCATION AGENT APPLICATION FORM

SECTION 1 BUSINESS INFORMATION To be completed by the education agent

BUSINESS NAME:						
TRADING NAME: (If any)						
TYPE OF LEGAL ENTITY:	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Pty Ltd Comp.	<input type="checkbox"/> Ltd Comp.	<input type="checkbox"/> Trust	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other
ESTABLISHED IN:			YEARS IN SERVICE:			
AUSTRALIAN BUSINESS NUMBER (ABN): (If any)						
OFFSHORE BUSINESS REGISTRATION NUMBER: (If any)						
HEAD OFFICE CONTACT PERSON:						
ADDRESS: (Home office)	STREET NUMBER AND NAME:					
	SUBURB AND STATE:					
	POSTCODE AND COUNTRY:					
PHONE NUMBER: (Home office)						
EMAIL: (Home office)						
WEBSITE:						
BRANCH CONTACT PERSON:						
ADDRESS: (Branch office)	STREET NUMBER AND NAME:					
	SUBURB AND STATE:					
	POSTCODE AND COUNTRY:					
PHONE NUMBER: (Branch office)						
EMAIL: (Branch office)						

IMPORTANT INFORMATION:

Please ensure that, to this application:

1. You attach a copy of your business registration certificate if any.
2. You attach a copy of your ASIC registration if any.
3. You attach a copy of your Australian Business Number registration if any.
4. You attach any other document you consider to be of importance to endorse this application if any.

SECTION 2 BUSINESS PROFILE To be completed by the education agent

BUSINESS OWNER / CEO / DIRECTOR NAME:					TENURE DURATION:	
HIGHEST QUALIFICATION ATTAINED:						
NUMBER OF ACTIVE EMPLOYEES:						
1. HAVE ANY OF THESE EMPLOYEES STUDIED OR WORKED IN AUSTRALIA?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
2. HAVE THE CEO / DIRECTOR STUDIED, VISITED OR WORKED IN AUSTRALIA?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
3. HOW MANY STUDENTS HAVE YOU SUCCESSFULLY ENROLLED IN AN AUSTRALIAN CRICOS EDUCATION INSTITUTE SINCE INCEPTION OF YOUR BUSINESS?		ELICOS ENGLISH:	VOCATIONAL:	UNDERGRADUATE:	POSTGRADUATE:	
		
4. HOW MANY INTERNATIONAL STUDENTS DO YOU RECRUIT FOR AUSTRALIAN MARKET YEARLY, ON AVERAGE?						
5. DO YOU CONTRACT SUB-AGENT/S OR INDIVIDUAL/S TO RECRUIT INTERNATIONAL STUDENTS FOR AUSTRALIAN MARKET ON YOUR BEHALF?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
6. IF YES, ARE YOU ENSURING THAT THE SUB-AGENTS OR INDIVIDUALS COMPLY WITH THE NATIONAL CODE 2018 AND ESOS ACT 2000 AT ALL TIMES?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
7. HAVE YOU UNDERTAKEN THE PIERONLINE QUALIFIED EDUCATION AGENT TRAINING COURSE?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
8. DO YOU REGULARLY MONITOR THE AUSTRALIAN DEPARTMENT OF HOME AFFAIRS WEBSITE (DOHA) FOR POTENTIAL CHANGES TO VISA REQUIREMENTS?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
9. DO YOU, AS AN EDUCATION AGENT, HAVE GOOD KNOWLEDGE AND UNDERSTANDING OF LEGAL REQUIREMENTS FOR RECRUITMENT OF INTERNATIONAL STUDENTS FOR AUSTRALIAN MARKET PURPOSES?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
10. ARE YOU AWARE THAT STUDENTS COMING TO AUSTRALIA ON A STUDENT VISA, HAVE THE PRIMARY PURPOSE OF STUDYING AND MUST STUDY FULL TIME IN A REGISTERED CRICOS EDUCATION FACILITY?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
11. ARE YOU AWARE THAT YOU MUST NOT MAKE ANY GUARANTEE TO STUDENTS ABOUT A SUCCESSFUL COURSE OUTCOME, A SHORTER COURSE DURATION OR A JOB OPPORTUNITY POST COMPLETION OF THE COURSE?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
12. ARE YOU AWARE THAT YOU MUST REPRESENT THE BEST INTEREST OF THE STUDENT WHOM YOU ARE REPRESENTING AT ALL TIMES ETHICALLY, ACCURATELY, HONESTLY AND WITHOUT MISLEADING THE STUDENT?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
13. ARE YOU WILLING TO USE KINGSTON INTERNATIONAL COLLEGE'S MATERIALS FOR PROMOTING AND ADVERTISING ITS COURSES, POLICIES AND PROCEDURES?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
14. DO YOU AGREE TO ALL KINGSTON INTERNATIONAL COLLEGE AGENT / RECRUITMENT / MARKETING POLICIES AND PROCEDURES? (KIC policies and procedures located on website)					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
15. ARE YOU A REGISTERED AGENT UNDER THE OFFICE OF THE MIGRATION AGENTS REGISTRATION AUTHORITY (MARA)?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	
16. ARE YOU AWARE THAT UNDER THE MIGRATION ACT 1958, YOU MUST BE AN MOARA AGENT TO PROVIDE IMMIGRATION ADVICE IN AUSTRALIA?					<input type="checkbox"/> YES / NO <input type="checkbox"/>	

SECTION 3 CONFLICT OF INTEREST & MARKETS To be completed by the education agent

Kingston International College must ensure that all its Education Agents and Migration Agents act ethically, honestly and in the best interest of the student under the *National Code 2018 Act*.

Therefore, you are required to declare any Conflicts of Interest, this includes for your organisation, owners and any staff working directly with students. Examples of conflict of interest: (As described in the Department of Education National Code Fact Sheets)

- When the agent charges services fees to both overseas students and registered training providers for the same service or
- Where an education agent has a financial interest in a private education provider or
- Where an employee of an education agent has a personal relationship with an employee of the education provider.

17. DOES YOUR ORGANISATION HAVE ANY CONFLICT OF INTEREST TO THE BEST OF YOUR KNOWLEDGE? IF YES, PROVIDE THE NAMES OF INDIVIDUALS IDENTIFIED, INCLUSIVE OF THE DETAILS OF THE CONFLICT.

YES / NO

18. WHICH COUNTRY / OFFSHORE MARKET, DO YOU TARGET THE MOST FOR RECRUITMENT OF INTERNATIONAL STUDENTS TO AUSTRALIA FOR STUDY PURPOSES?

19. WHAT ARE THE CHARACTERISTICS OF YOUR CHOSEN COUNTRY / MARKET? ((Educational background, finance, etc.)

20. WHAT IS THE MOST SUITABLE TIME TO CONDUCT A MARKETING TRIP IN YOUR CHOSEN COUNTRY / MARKET?

21. WHAT ARE OTHER KEY SERVICES YOU PROVIDE TO STUDENTS AND POTENTIAL STUDENTS?

OTHER KEY SERVICES PROVIDED BY THE EDUCATION AGENT	IS THIS A PAID SERVICE?	CHARGES FOR SERVICE
	<input type="checkbox"/> YES / <input type="checkbox"/> NO	AUD\$
	<input type="checkbox"/> YES / <input type="checkbox"/> NO	AUD\$
	<input type="checkbox"/> YES / <input type="checkbox"/> NO	AUD\$
	<input type="checkbox"/> YES / <input type="checkbox"/> NO	AUD\$
	<input type="checkbox"/> YES / <input type="checkbox"/> NO	AUD\$

SECTION 4 REFEREES & DECLARATION To be completed by the education agent

Kingston International College may conduct a reference check to identify the integrity of the chief executive officer (CEO) / managing director (MD) / owner of the education agency.

This is to ensure that Kingston International College has dealings with genuine and honest education agents and migration agents.

Please provide 3 referees from Australian education institutions where you are currently sending students for study purposes as an education agent and who we may contact.

REFEREE 1		REFEREE 2		REFEREE 3	
NAME:		NAME:		NAME:	
INSTITUTION:		INSTITUTION:		INSTITUTION:	
ADDRESS:		ADDRESS:		ADDRESS:	
PHONE:		PHONE:		PHONE:	
EMAIL:		EMAIL:		EMAIL:	

EDUCATION AGENT DECLARATION:

1. I confirm that the information provided in this application is true and accurate to the best of my knowledge.
2. I consent to Kingston International College contacting the referees aforementioned to collect information for internal use solely.
3. I understand that Kingston International College will review the application form within a fair timeframe.
4. I understand that I have to upload supporting document if any to endorse this application.

AUTHORISED PERSON NAME:	
POSITION:	
SIGNATURE:	
DATE:	

IMPORTANT INFORMATION:

Please ensure that:

1. Once you have completed this form, it is emailed to marketing@kingstoncollege.wa.edu.au
2. You attach any supporting document if any in your email.

Please note that once we have reviewed the application, we will get in touch with you for the outcome of the application.