

FOR-MAR-02.1 Education Agent Application Form

APPLICATION INSTRUCTIONS

- This is an electronic form. Please complete ALL questions, using editable PDF and then print and sign it.
- Only completed applications will be accepted and must include all required documentation – please refer to the checklist at the end of the application form.
- Return the complete application to to: marketing@ironwood.edu.au.

BUSINESS REGISTRATION

Primary Business Details

Legal Name

Trading Name

Business Address

Postal Address

Phone

Mobile

Website

Please nominate an email address to be registered (generic email preferable):

Number of years in operation:

Number of staff/counsellors:

Number of years that the primary business has been operating as an education agent:

Number of years that the primary business has been recruiting students for the Australian education sector:

Number of international students recruited to Australia in the past year:

Business Registration details (please provide ABN/ABC if registered in Australia):

Details of membership of professional associations:

Details of agent's staff engaged in recruiting students:

Name	Position	Qualifications

Sub Office Details

Do you have sub-offices?

- Yes – Please attach a list of all sub offices including relevant contact details (email, phone, contact person)
 No

Sub Agent Details

Do you work with sub agents?

- Yes – Please attach a list of all sub agents including relevant contact details (email, phone, contact person)
 No

Company Profile

For us to obtain a better understanding of your organisation and business operations, please attach your Company Profile including:

- number of years your company has been operating
- number of staff
- services provided
- any other relevant information

Due Diligence

Have you or any of your staff been convicted of a criminal offence, or have charges pending for a criminal offence? Yes No

If yes, please provide details:

Has your agency or any staff member employed by your agency been convicted or charged with any offence under corporate or regulatory law? Yes No

If yes, please provide details:

Has this agency previously operated under a different trading name and been pronounced insolvent or bankrupt? Yes No

If yes, please provide details:

ESOS Act and the National Code 2018

Have you read and understood your obligations under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) <https://www.legislation.gov.au/Details/F2017L01182> ? Yes No

If appointed, do you agree to abide by the provisions of the National Code? Yes No

BUSINESS SERVICES

Student Services

Please indicate the services provided to students:

- Student counselling Follow up with parents Collection of fees
- English testing Pre-departure briefing Visa application
- Welfare provision Arranging accommodation Post admissions welfare services

Please list any other services provided to students:

Business Partnerships and Affiliations

Please list at least two other Australian educational institutions with whom you are accredited or work (e.g. TAFE, University, and Private Colleges).

REFEREES

Please arrange for two education provider references, in support of your submission. Australian based education institution referees are preferred. References must be current and be provided by referees with whom you currently have an active working relationship.

Yes, two education provider referees will submit their completed references on the Education Agent Reference Check pro-forma via email.

Name of Referee 1:	Name of Referee 2:
Position:	Position:
Institution name:	Institution name:
Phone:	Phone:
Email:	Email:

MARKET KNOWLEDGE AND CAPACITY

Please realistically estimate the number of students (**long-term education sector 500 visa subclass students**) you could recruit for Ironwood Institute in the next 3 study years:

Year 1

Year 2

Year 3

Based on your current business plan and resources, please detail how you would propose to promote Ironwood Institute to secure the proposed student recruitment figures listed above (please tick relevant boxes):

- Fairs / Exhibitions
- In-office parent seminars
- In-office student interviews
- Social media
- School visitation program
- Print / mail
- Partnership programs
- Other (please specify):

Territory

Please list all countries from which you will recruit students for Ironwood Institute. Please list specific cities/states/provinces that you plan to focus on to recruit international students from and why.

APPROPRIATELY TRAINED AND QUALIFIED STAFF

Have your counsellors/staff responsible for the Australian education sector completed an AEI Education Agent Training Course (EATC)*?

- Yes
- No

***The EATC is compulsory and appointment with Ironwood is subject to submission of your EATC within three months of application. Information on the course can be found at:**

<https://eatc.onlinetrainingnow.com/courses/education-agent-training-course>

CHECKLIST

Please include ALL the documentation listed below to support your application (check appropriate box):

- Completed application form and signed declaration attesting to an understanding and compliance with all laws and regulations, especially laws pertaining to Consumer Protection of Australia and/or country in which the agent is operating (included in this form) (refer to www.consumerlaw.gov.au for more information)
- Copy of business registration (where applicable, certified English translation)
- Copy of Certificate of Attainment, AEI – Education Agent Training Course (EATC) or evidence of completion of the course. For more information please go to pieronline.
- Company Profile including number of years your company has been operating, number of staff and services
- Marketing Initiatives of the last 12 months
- All publications and promotional materials provided to students (including web details)
- Two education provider referee references, in support of your submission. Australian based institution referees are preferred.

DECLARATION

I/we,

_____ (Applicant name)

of

_____ (Company name)

- declare that the answers and information provided in this application are complete and accurate and that all information pertinent to this application has been fully disclosed, irrespective of whether such information was specifically requested.
- I/we declare that I/we understand all relevant laws and regulations of Australia and in countries where we recruit students, in particular those laws pertaining to consumer protection, the ESOS Act and the National Code 2018.
- I/we declare that any Conflict of Interest or perceived Conflict of Interest will be handled in an appropriate manner in accordance with ESOS requirements.
- I/we confirm my/our obligation to always comply with such laws and regulation, including any amendments from time-to-time.
- I/we authorise the Ironwood Institute, to contact my/our referees and collect any information or details as required.
- I am/we are aware that Ironwood Institute, may conduct a due diligence check and is under no obligation to approve my/our application for agency agreement

Applicant signature	Applicant name	Date