



Education Agent Application Form

Company Details and Background	
Company / Business Name:	
Trading name (if different from Company name):	
Company/ Business Registration Number:	
Town and Country of Company/ Business Registration:	
Business Address:	Years Established:
Phone:	Number of staff:
Email:	Number of international offices:
Website:	Locations of International Offices (if applicable):
Please describe your business activities:	
Director and Employee Details	
Person 1	Person 2
Name:	Name:
Position:	Position:
Qualifications and previous experience:	Qualifications and previous experience:
Membership of education agent professional bodies:	Membership of education agent professional bodies:
Potential Markets and Services to be Provided	
What are your main target markets?	
What marketing strategies will you use to promote our courses?	
Please outline any support services that you offer prospective students.	
Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each?	
Agency Performance and Compliance	
How many Australian education institutions are you currently representing?	
How many students have you referred to Australian educational institutions in the past 2 years?	
Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code 2007. Please attach additional information such as company flyers etc. if required.	
Have you or any of your staff completed the Education Agents Training Course (EATC) available through www.pieronline.org ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please list who has completed the course.
Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website (www.immi.gov.au) and the Department of Education and Training	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to comply with the requirements of Southern Academy of Business and Technology regarding advertising, course materials and application procedures, and provide accurate information to students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to use the marketing materials provided by Southern Academy of Business and Technology to promote our courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Additional Information	
Please provide any other information that you think will support your application.	
References - Please provide details of at least 3 Australian educational institutes that we can contact for a reference.	
Institution 1	
Name of Institution	
Contact Person	
Position	
Phone Number	
Email Address	
Dates when you worked with them	
Institution 2	
Name of Institution	
Contact Person	
Position	
Phone Number	
Email Address	
Dates when you worked with them	
Institution 3	
Name of Institution	
Contact Person	
Position	
Phone Number	
Email Address	
Dates when you worked with them	
Declaration	
<p>In signing this agreement, you declare that:</p> <ul style="list-style-type: none"> You have read and understood the extract from the ESOS Act 2000 Obligations of Agents. The answers and details provided in this application are true, accurate and complete. Southern Academy of Business and Technology is authorised to contact the referees listed to collect information about my conduct and services. You acknowledge and agree to the privacy statement provided below. <p>Privacy Statement: All information collected, used or disclosed by Southern Academy of Business and Technology is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Southern Academy of Business and Technology's policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.</p>	

Signature:	Printed Name:	Date: / /
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Please return this form along with supporting evidence to Southern Academy of Business and Technology at Level 1 and 4, 95 Bathurst Street, Sydney NSW 2000 or PO Box A819, Sydney South NSW 1235 or email at marketing@sabt.edu.au