

Education Agent Application Form

For consideration to be appointed as certified Education agent of St Peter Institute (SPI) and to assist the institute in the selection of agents, please complete this form and return it by email to: info@spi.vic.edu.au or our contact address is: Level 2, Leviathan Building, 271-281 Bourke St, Melbourne VIC 3000. Ph. (+61) 03 9077 8276
 Note: completion of this application form will not make you an agent of SPI, but will enable the institute to consider appointing you as such.

1. DETAILS OF THE AGENCY

Company Name	<input type="text"/>		
Trading Name	<input type="text"/>		
ABN	<input type="text"/>	ACN	<input type="text"/>
Address	<input type="text"/>		
Phone /Mobile	<input type="text"/>		
Email	<input type="text"/>		
Website	<input type="text"/>		

2. DIRECTORS/PARTNERS/PROPIETORS DETAILS

	Name 1	Name 2
	<input type="text"/>	<input type="text"/>
	Position <input type="text"/>	Position <input type="text"/>
Years of experience	<input type="text"/>	<input type="text"/>
Total number of employees	<input type="text"/>	<input type="text"/>
Phone /Mobile	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>

3. LIST OF STAFF NAMES DIRECTLY INVOLVED IN COUNSELLING STUDENTS

	Name	Position
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

4. Are you a registered Migration Agent?

- Yes (Please provide your MARN number)
- No

5. SUB AGENTS EMPLOYED (IF APPLICABLE ATTACHED FULL CONTACT DETAILS)**6. PLEASE TICK THE MARKETS THAT YOU REPRESENT**

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> Honk Kong | <input type="checkbox"/> United Arab Emirates | <input type="checkbox"/> Bangladesh |
| <input type="checkbox"/> Malaysia | <input type="checkbox"/> Oman | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Taiwan | <input type="checkbox"/> Kuwait | <input type="checkbox"/> China |
| <input type="checkbox"/> Singapore | <input type="checkbox"/> Qatar | <input type="checkbox"/> India |
| <input type="checkbox"/> Thailand | <input type="checkbox"/> Saudi Arabia | <input type="checkbox"/> Sri Lanka |
| <input type="checkbox"/> Brazil | <input type="checkbox"/> Bahrain | <input type="checkbox"/> Pakistan |
| <input type="checkbox"/> Mauritius | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Other Countries: |

7. PLEASE EXPLAIN YOUR PLANS FOR RECRUITING STUDENTS TO SPI

a.

b.

c.

8. Number of students you estimate to recruit for SPI over the next 12 months

9. Have you ever had a previous education agent agreement cancelled by a RTO? Yes No**10. Please attach the following documents to your application:**

- Business Registration Certificate
- Copy of your company profile
- Samples of marketing material distributed by your agency (English and any other applicable languages)

11. PLEASE PROVIDE CONTACT DETAILS OF TWO REFEREES

(Preferably Australian education providers or alternatively, business referees)
Please note these referees will be contacted

Referee 1

RTO Name/College Name/Business Name	<input type="text"/>
Person Name and Position in the business	<input type="text"/>
Address	<input type="text"/>
Phone / Mobile	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Referee 2

RTO Name/College Name/Business Name	<input type="text"/>
Person Name and Position in the business	<input type="text"/>
Address	<input type="text"/>
Phone / Mobile	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

12. AGENT DECLARATION

As a legal representative of the education agency, I agree that the information that I have provided herein to SPI is true and correct at the time of submission. I understand that the SPI will make an assessment of this organisation’s ability to be engaged as an Education Agent based on the information that I have provided.

- I / We understand that submitting this ‘Education Agent Application Form’ to SPI, does not grant or guarantee registration as an agent for recruiting international students. SPI reserves the right to cease all business dealings with me / us if we mislead prospective students or misrepresent SPI as authorised agents or representatives of SPI.
- I / We prepared to enter into an agreement with SPI.
- All the information provided above is true and accurate.
- I am interested in representing SPI as an education agent and I agree to do so in an honest and professional manner as per the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code).

<http://aei.dest.gov.au/AEI/ESOS/NationalCodeofPractice2007> And the ESOS Act 2000

<http://aei.dest.gov.au/AEI/ESOS/ESOSlegislation>.

13. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

SPI encourages all its agents to familiarise themselves with:

- The Australian Department of Immigration and Border Protection (DIBP) website (www.immi.gov.au)
- The Australian Department of Education (www.education.gov.au)
- National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (<http://aei.gov.au/ESOS/default.htm>)

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

Do you understand you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DIBP website? Yes No

Are you prepared to comply with all requirements of SPI about advertising, course material, application procedures and providing information to students? Yes No

Are you prepared only to use material supplied by SPI to describe its courses? Yes No

Agent Signature: Date:

Please send the signed agent application form along with your company profile to info@spi.vic.edu.au

14. FOR OFFICE USE ONLY

Application approved Yes No

Any Comments on this Application

SPI Delegate Name

Signature

Date