

APPLICATION FORM

EDUCATION AGENT



Please complete your application in Block Letters.

Please attach your company profile and any other information you consider to be of importance to this application.

COMPANY DETAILS

Company Name/Legal Name:

Trading Name (If Any):

Type of Legal Entity: ☐ Sole Trader ☐ Pty Ltd Company ☐ Ltd Company ☐ Trust ☐ Partnership ☐ Other:

If Registered Australia, ABN: ACN (If Any):

Overseas Entity Registration Number :

Business Address:

Phone: Fax: Email: Website:

Business Activities: Years in Existence: Number of Staff/Counsellors:

DETAILS OF KEY DIRECTORS AND EMPLOYEES

1. Name: Position:

Qualifications and Previous Experience:

2. Name: Position:

Qualifications and Previous Experience:

Please list other education institutions or Universities you have represented or currently represent in Australia or another country

PERFORMANCE

The total number of students referred to Australian education institutions over the past 2 years

High School & ELICOS Courses: Vocational Course: Undergraduate Course: Postgraduate Course:

COMPLIANCE (please tick YES or NO)

Have any of your staff completed the Education Agents Training Course which is available on www.pieronline.org? ☐ YES ☐ NO

If YES, how many:

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students ESOS Act (2000), the National Code (2018) and the ELICOS Standards (2018) as an Education Agent? ☐ YES ☐ NO

Please list the main responsibilities of Education Agents under the National Code? How will you comply with these obligations? ☐ YES ☐ NO

Do you regularly monitor the Department of Home Affairs (DHA) website www.homeaffairs.gov.au and the Department of Education website www.education.gov.au? ☐ YES ☐ NO

Do you understand that Stanley College requires its Education Agents to declare in writing and take reasonable steps to avoid conflicts of interest with its duties as an education agent? ☐ YES ☐ NO

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

Are you prepared to comply with the requirements of Stanley College regarding advertising, course materials and application procedures, and provide accurate information to students? ☐ YES ☐ NO

Are you prepared to use material supplied by Stanley College to promote our courses? ☐ YES ☐ NO

Do you have a representative in Australia? If so, please provide the details below: ☐ YES ☐ NO

Company Name: Business Address:

Company/Business Reg. No: Phone: Fax:

*Please note, if anything changes within your business that would effect your registration with Stanley College, you are required to notify Stanley College within 20 working days.

CONFLICT OF INTEREST

Stanley College must ensure that our Education Agents act ethically, honestly and in the best interest of the student. Therefore you are required to declare any Conflicts of Interest, this includes for your organisation, owners and any staff working directly with students. Ref: National Code 2018, Standard 4.3.1.

Examples of conflict of interest*:

- When the agents charges services fees to both overseas students and registered training providers for the same service;
- 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.

*As provided in the Department of Education National Code Fact Sheets

Have you identified any conflicts of interest within your organisation? ☐ YES ☐ NO

If yes provide details below including the names of each individual identified and the applicable Conflict of Interest:

DESCRIPTION OF POTENTIAL MARKETS

Which are your major target markets? *Please describe any strengths you have in these regions to justify your answer.*

Please describe the characteristics of your potential market (*age, income, educational background, University networks, etc*).

What do you believe is the most effective marketing strategy to employ in your particular region or market?

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 students any service fees? If YES, please provide details of what you charge and for what service.

ACADEMIC REFEREES

Please list the names and contact details of three (3) academic referees.

1. Name of Contact Person:	Telephone:
Name of Institution:	Email:
2. Name of Contact Person:	Telephone:
Name of Institution:	Email:
3. Name of Contact Person:	Telephone:
Name of Institution:	Email:

DECLARATION

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

Signature:	Name of Contact Person:
Date:/...../.....	Position:

EDUCATION AGENT APPLICATION GUIDELINES

This application package is for Education Agents who have:

- Never been registered as a Stanley College Education Agent or;
- Not been registered in the last 12 months

FURTHER INFORMATION

Visit Stanley College website www.stanleycollege.edu.au for details.
Alternatively, you can send an email to info.agent@stanleycollege.edu.au

WHO NEEDS TO REGISTER

Education Agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to an overseas student wishing to study at Stanley College must register as a Stanley College Education Agent.

BEFORE APPLYING

Before making an application, you should access the following information and read it:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Stanley College website

It is also recommended that you visit:

- The Department of Home Affairs (DHA) website www.homeaffairs.gov.au
- The Department of Education website www.education.gov.au

APPLICATION

If you decide to apply to become a Stanley College Education Agent, you have to:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of three (3) academic referees
- Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), an online Education Agent Training Course (EATC)
- Provide proof of business registration from your country
- Proof of any academic qualifications or professional recognition

All the above information MUST be in English or translated into English from a notary office in your country. Please send certified copies only as the application documents CANNOT be returned from this office.

SENDING YOUR APPLICATION

The completed application, with attachments should be posted to:
Marketing Manager
Stanley College
171 James Street Perth, Western Australia 6003 Australia

Or

Send via email to:

info.agent@stanleycollege.edu.au

Stanley College recommends that you keep a copy of the application for your file.

COMMUNICATION

Our Marketing Manager is required to keep your contact details on Stanley College's database. In addition, the Marketing Manager will use your business phone, business address and email address to advise receipt of your application, for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated at all times. The Marketing Manager will NOT be responsible for any delays caused by business contact changes without proper notification.

ASSESSMENT OF APPLICATION

The standard processing time for an application is 3 to 4 weeks from the receipt of a completed application. If you do not provide all of the information required, your application may be delayed. The uncompleted application will only be held by Stanley College for up to 60 days, and if further information required has not been received within 60 days after the request has been sent, your application will lapse automatically without further notice. Please be advised that the Marketing Manager will not review your application again within 12 months.

If your application is approved, the Marketing Manager will:

- Send you the Education Agent Agreement for your signature
- Request the signed Agreement to be sent back for processing
- Once the signed Agreement is returned, a Certificate of Representation will be forwarded to you as an evidence of registration.