



## Agent Application Form

New Agent  Renewal

Company Profile	
Company Name	
Street Address	
Postal Address	
Phone	
Web	
Fax	
Email	
Contact Officers	
Company Director / Principal	
Position	
Phone	
Email	
Alternative Representative	
Phone	
Email	
Company Background	
Business Registration No. <i>agent located in Australia please provide ABN if located offshore please provide local business registration</i>	
Details of registering country and authority	
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes	
Business Profile/Strategic Plan	Y/N (please attach)
Organisational Chart	Y/N (please attach)
Key Business Activities (List)	
Year founded	
Years as an education agent	
Number of staff	
Number of offices (locations)	
Sub-agencies	
Partnerships with other agencies (List)	
Associations/ affiliations with other relevant organisations (List)	

Associations with any local authorities / governments / councils/etc. (List)	
China Approval	Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Provide details:
<b>Marketing</b>	
Please indicate the geographical territory you will service.	
Provide description of your target market, trends, demands etc.	
Proposal for promotion and marketing in the territories.	
<b>Performance</b>	
Number of students sent abroad each year.	
Proposed number of students sent to us in the next year.	
<b>Service Fees and Charges</b>	
What services do you provide for students.	
Please provide details of any fees you charge students.	
<b>Referees</b>	
<b>Educational Referee 1</b>	
Name	
Position	
Organisation	
Address	
Phone	
Email	
<b>Educational Referee 2</b>	
Name	
Position	
Organisation	
Address	
Phone	
<b>Educational Referee 3</b>	
Name	
Position	
Organisation	
Address	
Phone	

## Agents Obligations

- Monitor the Australian Department of Immigration and Citizenship’s web site [www.immi.gov.au](http://www.immi.gov.au). This web site will keep you informed of any changes to student visa regulations.
- Monitor the Department of Education, Training and Youth Affairs’ web site [www.detya.gov.au/esos](http://www.detya.gov.au/esos). This web site gives you access to the *Education Services for Overseas Students (ESOS) Act 2001*. Some parts of the Act relate to agents and their dealings with overseas students. Vocational Studies-Australia requires agents to be familiar with this legislation.
- Adhere to the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students](#). The code of practice includes clauses related to agents’ behaviour.
- You must become familiar with Vocational Studies-Australia’s products and services. This information can be obtained from our website [www.vocationalstudies-australia.com.au](http://www.vocationalstudies-australia.com.au)

## Declaration

I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the DIAC website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the DEEWR website.
- I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant Standards.
- I understand that completing this application does not grant my organisation agency status, and that agency status may be granted only after the application has been assessed.
- I declare the information supplied on this application is true and correct and agree to abide by Vocational Studies-Australia requirements if my organisation’s application is successful.

Signed

_____	_____
Name	Date
_____	_____
Organisation	Position

Please return this form to:

Recruitment Officer  
Vocational Studies – Australia  
P.O.Box 688, Mt Gravatt QLD 4122  
EMAIL: [admissions@vocationalstudies-australia.com.au](mailto:admissions@vocationalstudies-australia.com.au)

**FOR OFFICE USE ONLY**

**DATE RECEIVED:**

**RECRUITMENT OFFICER:**