

International Education Agent - Application Form

AGENCY COMPANY PROFILE			
Legal Name			
Trading Name (if different from Legal name)			
ABN/ACN			
Name of CEO/Director			
Street Address			
Mailing Address (if different to above)			
Phone			
Email			
Accounts Receivable Email			
Website			
Are you registered for GST?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Years established
KEY PERSONNEL Please provide an overview of the key personnel within your company. Attach additional pages as required.			
Name			
Position			
Qualifications/Experience			
Memberships			
KEY PERSONNEL			
Name			
Position			
Qualifications/Experience			
Memberships			

KEY PERSONNEL	
Name	
Position	
Qualifications/Experience	
Memberships	
AGENCY PERFORMANCE	
What are your main business activities?	
Are you an authorised agent or member of an agents association?	
<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, Please list below	
Number of Advisers/Counsellors	Number of offices
Location of International Offices (outside of Australia)	
How many Australian Education institutions are you currently representing?	
Please provide a list of these institutions on a separate sheet.	

Please list the number of students referred to Australian Education Institutions in the following areas over the past two (2) years.

ELICOS & EAL COURSES	
VOCATIONAL COURSES	
UNDERGRADUATE COURSES	
POST GRADUATION COURSES	

Which countries/regions do you represent?

Please describe any strengths you have in these markets.

What do you believe is the most effective marketing strategy to use in your area, region or market?

Please outline the support services you can offer International Students.

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

How many students do you think you could recruit to study at Crown College International in the next 12 months?

COMPLIANCE REQUIREMENTS

Please provide a brief explanation of how you and your organisation fulfil your responsibilities as education agents as set out in the National Code 2018.

--

Have you and your staff completed the Pier Online Education Agent Training Course?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have good knowledge and understanding of the ESOS Act and National Code 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you regularly (at least weekly) check the Department of Immigration and Border website?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you regularly (at least weekly) check the Department of Education website?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the registered owner or any staff of the company ever been convicted of a criminal offence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the company or registered owner ever been declared bankrupt?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

REFERENCES

Please provide the name and contact details of three referees. At least two must be Education Institutions/Providers in Australia which you currently represent, or have represented in the past. Please also provide a Student Referee.
(Please note: We will require a minimum of 3 referees. We may make contact for verification, so please include **complete** contact details for each referee below).

Referee 1 – EDUCATION PROVIDER

Name:			
Address:			
Phone:			
Email:		Website:	

Referee 2 – EDUCATION PROVIDER			
Name:			
Address:			
Phone:			
Email:		Website	
Referee 3 - STUDENT			
Name:			
Address:			
Phone:			
Email:			

Return this completed Application Form to;

Crown College International

Locked Bag 4, Port Melbourne VIC 3207

OR email to;

agentadmin@crowncollege.edu.au

Authorisation – Crown College International Use Only			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Date:
Comments:			
Signed:		Position:	
Print Name:		Date Processed:	

Document ID CCIA02	CRICOS Provider No 03582D	Version No 3.0	Controlled copy, uncontrolled when printed
Release Date May 2018	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\DOCUMENTS\AGENT Forms\CCIA02 Agent Application Form V3.0docx		