

## Education Agent Application Form

### About this form

Thank you for your interest in becoming an education agent with Grenfell Institute of Technology Australia. Once we receive your application, we will acknowledge we have received your application within 3 working days of receipt. If you require any assistance in completing this form, please contact us by phone or email. Please ensure you include the details of two referees who can support your application.

Once we have assessed your application (within 10 working days of receipt), we will be in touch with you in writing regarding the outcome of the application. If the application is approved, we will send you an agreement in writing for signing and you will need to participate in an induction with us thereafter. You can send this form back to us by post or email.

### Company details

<b>Company name (legal and trading name)</b>	
<b>ACN and/or ABN</b>	
<b>Registered Business Address</b>	
<b>Postal Address</b>	
<b>Website address</b>	
<b>Phone number/s</b>	
<b>Email address</b>	

### Principal Contact Information

<b>Title</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	<b>Position / Job Title</b>	
<b>First Name</b>		<b>Family Name</b>	
<b>Email Address</b>		<b>Telephone</b>	
<b>Country</b>		<b>Mobile</b>	
<b>Migration Agent Registration Number (if applicable)</b>		<b>Education Agent Registration Number (if applicable)</b>	

**Bank Details** (for commission / marketing fee payments)

<b>Bank Name</b>			
<b>Branch Address</b>			
<b>Account Name</b>			
<b>Account Number</b>			
<b>BSB Number</b>		<b>Swift Code</b>	

**Company background**

<b>What is your core business or principal trading activity?</b>	
<b>If required, do you have the appropriate license / registration to operate?</b> (Please provide details)	
<b>Do you have any branch offices?</b> (Please provide contact details)	
<b>Do you have any sub-agents?</b> (Please provide contact details)	
<b>Please tell us why you want to represent us? What aspects attract you/ your markets?</b>	

**Student Recruitment Details**

<b>How long has the company been involved in the recruitment of international students?</b>						
<b>How many students did you recruit to these sectors in Australia last calendar year?</b>	<b>ELICOS</b>		<b>VET</b>		<b>Higher Education</b>	
<b>From which countries do you wish to recruit students for our college?</b>						
<b>Please advise names of other institutions you are currently representing</b>						

List the courses you promote/enroll students into	
Have you or any of your staff ever visited Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What media do you use for advertising?	
What type of promotional activities do you undertake relating to education?	
Over each of the next 4 quarters, how many students would you expect to refer to our college?	

### Services Provided to Students

<input type="checkbox"/> Student counselling	<input type="checkbox"/> Pre-departure briefing
<input type="checkbox"/> Airport Pick-up	<input type="checkbox"/> Travel Itinerary Assistance
<input type="checkbox"/> Visa Application	<input type="checkbox"/> Follow up with parents
<input type="checkbox"/> OSHC	<input type="checkbox"/> Accommodation
<input type="checkbox"/> Other, please specify	

### Agent Compliance

Have you and your staff completed the Education Agents Training Course which is available on <a href="http://www.pieronline.org">www.pieronline.org</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code as an Education Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly monitor the Department of Home affairs (DHA) website <a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a> and the Department of Education website <a href="https://www.education.gov.au/">https://www.education.gov.au/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand the education agent code of ethics? <a href="https://internationaleducation.gov.au/news/latest-news/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf">https://internationaleducation.gov.au/news/latest-news/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf</a>	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to comply with the requirements of Grenfell Institute of Technology Australia regarding the application procedure, course materials and to provide accurate information to students?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Referees

Referee 1	
<b>Company name</b>	
<b>Contact person name</b>	
<b>Contact person position</b>	
<b>Phone number</b>	
<b>Email address</b>	

Referee 2	
<b>Company name</b>	
<b>Contact person name</b>	
<b>Contact person position</b>	
<b>Phone number</b>	
<b>Email address</b>	

## Agent Declaration

I agree to my personal information

- Being recorded in PRISMS. This may include my name, business email address, phone number and address;
- Accessed by the Australian Government Department of Education and Training, Department of Home Affairs and other Commonwealth agencies that access PRISMS;
- Used to administer or monitor compliance with the Commonwealth legislation e.g. Education Services for Overseas Students Act 2000, Migration Act 1958; and
- Disclosed by the Australian Government Department of Education and Training to other Australian Government entities (including, but not limited to ASQA and TEQSA), education institutions and publically. The Australian Government Department of Education and Training will share individual agents' performance publically as aggregated data (but will not identify agent – provider relationships). Agent-provider relationships will only be identified when data is shared with education providers and other Australian Government entities.

I also agree to personal information that Australian Government Department of Education and Training currently holds in PRISMS regarding myself and any other personal information that the department may collect in future being disclosed as described above

<b>Authorised Person Name</b>		<b>Position</b>	
<b>Authorised Person Signature</b>		<b>Date</b>	

## Grenfell Institute of Technology Australia's Declaration

As one of our applicants and prospective agent, we strongly encourage you to allow the disclosure of outcome data as the Australian Government Department of Education and Training believes it will help in improving the performance of all education agents working with Australia. Under the Australian Privacy Principles (Principle 5) we are required to take steps to notify you that the disclosure of information is planned and give you the opportunity to opt-out by requesting that Grenfell Institute of Technology Australia NOT have access to your enrolment outcome data. If you do not want your data disclosed, you will need to inform us of your decision to opt out of this Australian Government initiative.

I declare that Grenfell Institute of Technology Australia has taken reasonable steps to notify the applicant of the matters contained in Australian Privacy Principles similar to the above.

<b>Authorised Representative Name</b>	Harjeet Singh	<b>Position</b>	CEO
<b>Authorised Representative Signature</b>		<b>Date</b>	

### EDUCATION AGENT APPLICATION GUIDELINES

#### BEFORE APPLYING, YOU MUST ACCESS THE FOLLOWING INFORMATION AND READ IT

- Education Services for overseas Students (ESOS) Act 2000
- Grenfell Institute of Technology Australia's Website and Course Brochures
- Grenfell Institute of Technology Australia's Student Handbook and Prospectus
- Grenfell Institute of Technology Australia's Marketing Policy & Associated Procedures, Education Agent Policy and Associated Procedures
- National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students
- The Department of Home affairs (DHA) Website: <https://www.homeaffairs.gov.au/>
- The Department of Education Website: <https://www.education.gov.au/>

#### APPLICATION

Please complete the form to the best of your ability and send it along with the following documents:

- Company Profile
- Provide Supporting documents (Certificates etc.)
- Provide proof of business registration from your country
- Provide the contact details of two (2) referees

#### SENDING YOUR APPLICATION

Send via email to: [marketing@gita.edu.au](mailto:marketing@gita.edu.au) / [info@gita.edu.au](mailto:info@gita.edu.au)

#### APPLICATION PROCESS

The Standard processing time for an application is 10 working days from the receipt of a complete application. Please do not hesitate to contact our marketing department after the two-week period is over to check on the outcome of your application. If your application is refused, we will not review a new application for a minimum of 12 months.