

# Education Agent Application Form



Please duly fill this form to apply to become an authorised education agent for National Australian Institute of Technology for the purpose of recruiting international students to study at the NAIT.

Your Agency Details	
What type of business is your agency?	
<input type="checkbox"/> a sole proprietor	▶ Name of proprietor:
or <input type="checkbox"/> a partnership	▶ Name of partners:
or <input type="checkbox"/> an incorporated company	▶ Registered company name:
	Trading name (if applicable):
	Number of directors:
	Name of directors:
	Place of registration:
	Date of registration: Expiry date:
	Australian Business Number (ABN): (or equivalent registration number)
	MARA no.: QEAC no.:
Your Correspondence Details	
Street address:	Country:
Postal address:	Country:
Telephone:	Fax:
Email:	
Website:	

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Your Main Contact Details	
Name of Chief Executive Officer/ Director: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr	
Given names:	Surname:
Name of your main contact officer: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss/ <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
Given names:	Surname:
Direct telephone:	Mobile:
Fax:	Email:

Your Business Profile		
How many offices / representative offices do you have & where are they located?		
Are you a member of any agent association or professional industry body? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of the industry body (e.g. Education Agent Association)	Years of membership	
Which courses are your clients most interested in? (Please tick relevant boxes)		
<input type="checkbox"/> General English	<input type="checkbox"/> University Foundation	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> Academic English	<input type="checkbox"/> Vocational Education	<input type="checkbox"/> Postgraduate
Other:		

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Which Australian education institutions do you currently represent?		
Name of Institution	How many years have you represented this Institution?	The total number of students recruited to this Institution?
Which education institutions do you represent for countries other than Australia?		
Name of Institution	How many years have you represented this Institution?	The total number of students recruited to this Institution?
<p>If appointed as an Agent for NAIT, how many students will you aim to recruit in the first year?</p>		
<p>What is the expected % agent fees per student excluding GST?</p> <p>What is the expected % fee of Skill Recognition Assessment for the qualification (RPL) Exclusive of Australian GST?</p>		

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<b>State briefly how you plan to recruit students to the courses offered by NAIT?</b>	
<b>Do you charge (or intend to charge) students/applicants any fee or commission for processing their application? If YES Please provide further information</b>	
<b>How many year experiences you have in Australian education Sector?</b>	
<b>Are you a member of PIER? (Please send me the certificate copy)</b>	
<b>Are you a member of AAERI (India) or ECAN (Nepal)? (Please send me the certificate copy)</b>	
<b>A comprehensive marketing plan including strategies to be employed to ensure students recruited by the agent are genuine and meet entry and financial requirements</b>	
<b>Your References</b>	
<b>Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.</b>	
<b>Referee1</b>	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	

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Referee 2	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	
Referee 3	
Name:	
Company:	Position:
Address:	
Phone:	
Email:	

## Compliance Requirements

Please provide a brief explanation regarding how you and your organisation fulfill your responsibilities as agents with reference to the implied responsibilities of education agents as set out in National Code 2018 Standard 4. (Please provide extra details on a separate sheet if required).

Have you or any of your staff completed the Education Agents Training Course (EATC) available on <a href="http://www.pieronline.org">www.pieronline.org</a> ?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website ( <a href="https://www.border.gov.au/">https://www.border.gov.au/</a> ) and the Department of Education and Training Website( <a href="https://education.gov.au/">https://education.gov.au/</a> )	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

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Do you understand and advise students coming to Australia on a student visa have a primary purpose of Studying and must study full time?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are you willing to comply with the requirements of the NAIT, regarding advertising, course materials and application procedures, and provide accurate information to students?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are you prepared to use materials by the College to promote its courses?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Has the registered owner or staff of the company even been convicted of a criminal offence?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Has the company or registered owner ever been declared bankrupt?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Declaration by the Agent	
<p>I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise National Australian Institute of Technology to contact my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with NAIT in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR.</p>	
Authorised Signature:	Date:
Name of the Officer:	Position:

Application Checklist	Return completed application to:	
<input type="checkbox"/> Application form completed and signed <input type="checkbox"/> Evidence of business registration attached with a certificate <input type="checkbox"/> Completed and signed Agent Agreement attached <input type="checkbox"/> Details of educational institutions currently represented	<p><b>Email:</b> <a href="mailto:agents@nait.edu.au">agents@nait.edu.au</a></p> <p><b>Post:</b> 373-375 Bridge Road, Richmond, Victoria, 3121, Australia</p>	
Office use only:		
Referees checked by:	Agency approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approved by:	Agreement signed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Agent Code:
Comments:		