



International Education Agent Application Form

Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to:
 Mars Institute – 5/200, Turner Street, Port Melbourne, VIC 3207. Telephone: +61 3 9645 2259
 Email: info@mars.edu.au | Website: www.mars.edu.au

Company Details & Background

Legal Name: _____

Trading Name (if different from Company name): _____ Company/Business Registration Number: _____

Name of Director/CEO: _____ Place of Registration: _____ Years established: _____

Phone Number: _____ Mobile Number: _____ Email Address: _____

Business Address: _____

City / Suburb: _____ Post Code: _____

Website: _____

Business Activities:

Please provide an overview of the key personnel within your company (Attach additional pages if required):

Number of offices: _____

Details of Directors and Employees

Are you an authorised agent / member of an agent's association? Yes No

Key Personnel

Name: _____ Position: _____

Qualifications & previous experience: _____

Membership of education agent professional bodies: _____

Personnel (1)

Name: _____ Position: _____

Qualifications & previous experience: _____

Membership of education agent professional bodies: _____

Personnel (2)

Name: _____ Position: _____

Qualifications & previous experience: _____

Membership of education agent professional bodies: _____



International Education Agent Application Form

Agency Performance

How many Australian education providers do you currently represent? (Please provide details of these providers on a separate sheet if required.)

Please list the total number of students referred to Australian education providers in the following areas in the last two (2) years.

ELICOS & EAL Courses: _____ Vocational Courses: _____

Undergraduate Courses: _____ Postgraduate Courses: _____

Please outline the support services you can offer students. (Please provide extra details on a separate sheet if required.)

Do you charge students any service fees? If YES, please provide details of what you charge and for what service/s. (Please provide extra details on a separate sheet if required).

Please provide any other information you consider to be of importance to this application and marketing to students.

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 2007 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: www.pieronline.org/? Yes No

Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code? Yes No

Do you regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website (<https://www.border.gov.au/>) and the Department of Education and Training Website (<https://education.gov.au/>) Yes No

Do you understand and advise students coming to Australia on a student visa have a primary purpose of Studying and must study full time? Yes No

Are you willing to comply with the requirements of the Institute regarding advertising, course materials and application procedures, and provide accurate information to students? Yes No

Are you prepared to use materials by the Institute to promote its courses? Yes No

Has the registered owner or staff of the company even been convicted of a criminal offence? Yes No

Has the company or registered owner ever been declared bankrupt? Yes No



International Education Agent Application Form

Description of Potential Market & Services

Which are your target markets? Please describe any strength you have in these markets. (Please provide extra details on a separate sheet if required).

What do you believe is the most effective marketing strategy to use in your area, region or market? (Please provide extra details on a separate sheet if required).

Reference Check

Please list the names and contact details of two (2) academic referees

Educational Institution (1):

Main contact person: _____

Position: _____

Contact phone number: _____

Email: _____

Educational Institution (2):

Main contact person: _____

Position: _____

Contact phone number: _____

Email: _____

Agent Checklist

Please attach copies of the following:

- Company/business registration certificate
 Details of educational institutions currently represented
 Business Profile
 Other relevant material(s)

Send your completed application and documents to admin@mars.edu.au and you will be contacted within 10 business days regarding outcome of your application and further information will be provided thereafter.

Privacy Policy

All personal information collected, used or disclosed by Mars Institute is confidential and is protected by the Privacy Act 1988, the Information Privacy Act (Vic) and other relevant legislation. Information about Agents or students may be made available to Commonwealth and State agencies if requested.

Mars Institute reserves the right not to proceed with providing an International Education Agreement for reasons it may see fit to apply.

Declaration

I declare that I have read and understood the extract from the ESOS Act 2000 – Obligations of Agents and that the answers and details provided in this application are true and accurate to the best of my knowledge and I authorise Mars Institute to approach referees to collect any information or details as the Institute may require.

Signature: _____ **Date:** _____

Position: _____



International Education Agent Application Form

Office Use Only

Name of Marketing Staff: _____ **Date:** _____

Approved by: _____ **Signature:** _____

Comments:
