

Company details

Registered Company Name (including affixes if applicable and legal entity): _____

Australian Business Number (if applicable): _____

Relevant in-country business licences (operation licences and/or recruitment licences): _____

Membership of country accrediting body (eg. EATC, ISANA, etc.): _____ Year of establishment: _____

Head Office Details (if possible, please submit an on-line company profile)

Address

Street: _____ Suburb: _____ City: _____

State: _____ Postcode: _____ Country: _____

Email: _____ Website: _____

Telephone: _____ Facsimile: _____ Skype: _____

Principal Agent

Name: _____ Position title: _____

Tertiary Qualification (s): _____ Aust Qualification (s): _____

Experience (years) as an Australia Education Agent: _____ Criminal Records YES NO

Bankruptcy YES NO

Office Locations and Facilities

What type of offices does your company have and how many?

Branch offices How many? _____ (Provide Details) _____

Franchise offices How many? _____ (Provide Details) _____

Sub-agent offices How many? _____ (Provide Details) _____

What countries are your company's offices located in? _____

What countries does your company recruit from on-line? _____

Staff Qualifications and Training

Does your company directly employ staff member/s registered with the office of Migration Agents Registration Authority?

Yes (provide details) _____ NO

Have your company's employees completed any of the following training programs:

AEI Education Agent Training Course (EATC)- PIER Online ISANA National Code Tutorial

How many counsellors does your company employ? _____

How many Australian alumni counselling staff does your company employ? _____

Becoming an Authorised Agent of Education Centre of Australia

Please list your company's proposed country(ies) of representation:

Provide three reasons for wanting to become an authorised Agent of Education Centre of Australia:

1. _____

2. _____

3. _____

Student Services and Charges

Does your company provide student visa application assistance? YES NO
 Does your company provide travel assistance? YES NO
 What services does your company charge students for? _____
 What fees does your company charge for these services? _____
 Does your company have a Refund Policy? YES NO If Yes, please attach

Representation Of Other Educational Institutions

Does your company have formal agreements to directly represent other Australian institutions? YES NO
 If YES, provide details: _____
 Does your company have formal agreements to directly represent institutions located in countries other than Australia?
 YES NO
 If YES, provide details: _____

Recruitment Of Students

How many students has the Agent sent your institution in the past 12 months?

 Does your company produce an annual marketing plan? YES if YES, please attach NO if NO, please provide reasons

 Has your company completed a marketing plan specific to recruitment of students to Education Centre of Australia's programs in Sydney? YES if YES, please attach NO if NO please provide reasons

References

Institution: _____	Institution: _____	Institution: _____
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Email: _____	Email: _____	Email: _____
Telephone: _____	Telephone: _____	Telephone: _____

Bank/ beneficiary details

Bank Name: _____ Account Name: _____
 Bank Address: _____ Bank Telephone No. _____
 BSB: _____ Account No. _____ Swift Code: _____

Supporting documentation checklist

Your company is required to complete all aspects of this application form in its entirety and submit the following additional information. If you are unable to submit complete information in the boxes provided on this application form please supply this information as additional supporting documents.

Relevant in-country business licences (operation and/or recruitment licences)	Certificate of Registration with the office of Migration Agents Registration Authority	Local tertiary institutes your company directly works with to recruit students from
Certificate of accrediting body membership (i.e. EATC, ISANA, etc.)	Refund Policy	Your company's Annual Marketing Plan
Branch office details (street address, telephone, facsimile, email)	Other Australian universities with which you have a formal agreement to recruit students	Sample of current marketing materials
Franchise office details (street address, telephone, facsimile, email)	Institutions in other countries with which you have a formal agreement to recruit students	Your company's specific Marketing Plan for recruiting students to ECA
Sub-agent office details (sub agent name, street address, telephone, facsimile, email, website)	Local secondary schools your company directly works with to recruit students from	Certificate for completing AEI EATC – PIER Online and/or the ISANA National Code Tutorial

Education Centre of Australia will not accept or assess any applications without receiving the completed application form and requested supporting documentation as outlined above. By submitting this application and required supporting documentation your company is bound by your statements. False or misleading responses will result in immediate disqualification of your application and subsequent termination of an agreement where issued., and Education Centre of Australia will not accept future applications from your company. Education Centre of Australia also reserves the right, before signing any contract to make enquiries in relation to your application from title Australian Department of Immigration And Citizenship, other institutions and any relevant Government licensing bodies in your country.

Thank you for considering the Education Centre of Australia as a possible client. Please complete on-line and return via email to info@eca.edu.au International Marketing Tel: +61 2 8265 3200

Optional Data Disclosure Opt Out

I have been informed of the Agent Data Disclosure system. I approve I do not approve the release of personal information collected and held as a result of my working as an approved agent of ECA and its subsidiary and associated partner providers as indicated above.