

# Education Agent Application Form

## COMPANY/AGENCY INFORMATION :

Company Name :

Trading Name :

Business Address :

Website :

Social Media :

Overseas Entity Registration Number :

ABN ( If available ) :

GST Registered :

Yes

No

MARA / Overseas Agent Id :

Please Tick the sector you Promote :

VET

ELICOS

HIGHER EDUCATION

UNIVERSITY

Year Founded :

Year as an education agent :

Organization chart if available please attach :

Yes

No

Business Profile if available please attach :

Yes

No

[Redacted]

[Redacted]

Details of any membership, professional associations and/or network groups :

[Redacted]

[Redacted]

If you have more offices, representatives and/or subcontractors around the world, please list details below or attach a profile or website page address :

[Redacted]

[Redacted]

## DIRECTOR AND KEY EMPLOYEES:

## FIRST PERSON/DIRECTOR

Agency/ Business Name

Given Name :

Family Name :

Position Held :

Mobile:

Phone :

E-Mail:

Qualification :

Registration Number.(MARN / QEAC ):

Prior Experience:

## SECONDPERSONOFCONTACT/EMPLOYEE

Agency/ Business Name :

Given Name :

Family Name :

Position Held :

Mobile:

Phone :

E-Mail:

Qualification :

Registration Number.(MARN / QEAC ):

Prior Experience:

**COMPLIANCE REQUIREMENTS:**

Have you and your student consulting employees or subcontractors completed the Australian Education Agents Training Course (AEATC)?

Yes  No

**NOTE:** This course is available at: [www.pieronline.org](http://www.pieronline.org)

If YES, please advise how many:

Do you and your relevant employees and subcontractors, have comprehensive understanding on requirements of the ESOS Act and the National Code, as an Education Agent?

Yes  No

Do you regularly monitor the Australian Department of Immigration and Citizenship (DIAC) website ([www.immi.gov.au](http://www.immi.gov.au)) and the Department of Education?

Yes  No

Are you willing to comply with the requirements of Westin College regarding advertising, course materials and application procedures, and provide accurate information to students?

Yes  No

Please list your responsibilities as education agents under the National Code and how you will comply with them?

Are you aware and understand that Westin College requires its Education Agents to declare and take reasonable steps to avoid conflicts of interest with its duties as an education agent?

Yes  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?

Yes  No

DO you agree and understand Westin College policies on student recruitment and meeting National Code requirement in relations to advertising courses, course material, application fees, tuition fees, and providing accurate and true information to students?

Yes  No

Are you prepared to use marketing material supplied by Westin College to promote our courses?

Yes  No

Do you agree to give Westin College permission to publish your business details including representative details on our website to meet compliance requirement and keeping our potential clients and website visitors informed?

Yes  No

\*Please note, if anything changes within your business that would affect your registration with Westin College, you are required to notify Westin College within 20 working days.



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Version: 1.3	Approved: 15 June 2023	ABN: 44644500774
Westin College	16-18, Aberdeen Street, Perth, WA – 6000	info@westincollege.com.au
		www.westincollege.com.au

**DESCRIPTION OF YOUR POTENTIAL MARKET:**

1. Please describe the geographical location that you will be running your marketing campaign to promote your services.

[Blank text area for geographical location]

2. Please describe the strengths of your targeted market including characteristics.

[Blank text area for strengths of targeted market]

3. What marketing strategies would you apply for promote your services in your targeted regions?

[Blank text area for marketing strategies]

**SERVICES:**

1. What student support services do you provide to your students?

[Blank text area for student support services]

2. What fees do you charge for your services, please give example?

[Blank text area for fees and examples]

**BUSINESSGROWTHPROSPECTS:**

1. Number of students that your agency has referred to Education Institutions within Australia over the past 2 years and in which subject/qualification area?

[Blank text area for number of students and subject/qualification area]

2. Please list the popular courses amongst your prospective students:

[Blank text area for popular courses]

5. Do you recruit students to countries other than Australia, if yes, please list them below?

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3 .How do you intend to promote Westin College in your Agency?

[Redacted]

[Redacted]

4. How many students do you intend to recruit to Westin College within each year?

[Redacted]

[Redacted]

[Redacted]

**REFERENCES (MINIMUM TWO REQUIRED):**

List three (3) relevant referees including at least One that must be from an Educational Institute in Australia.

**1. REFERENCE :**

**Name:** [Redacted] **Organisation :** [Redacted]

**E-Mail :** [Redacted]

**Postion :** [Redacted]

**Phone Number :** [Redacted]

**Address:** [Redacted]

**2. REFERENCE :**

**Name:** [Redacted] **Organisation :** [Redacted]

**E-Mail:** [Redacted]

**Postion :** [Redacted]

**Phone Number :** [Redacted]

**Address:** [Redacted]

**3. REFERENCE**

Name: \_\_\_\_\_ Organisation : \_\_\_\_\_

E-Mail: \_\_\_\_\_

Position : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

Notes :  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Please forward a copy of your Agency/Business Profile with this Education Agent Application Form

**ACKNOWLEDGEMENT AND DECLARATION**

I confirm that the information provided are true and accurate to the best of my knowledge and I authorise Westin College to contact referees to collect any information/details as Westin College may request.

Name of Contact Person: .....

Position: .....

Signature .....

Date: \_\_\_/\_\_\_/\_\_\_

