

EDUCATION AGENT APPLICATION FORM

Instructions:

1. This form should be completed by an education agent or its representative who wish to engage with and represent the Accord College.
2. Please email at info@accordcollege.com.au, the completed form along with the documents that supports your application.
3. Please ensure that you have read and understood Accord College Education Agent Policy and Procedure available on our website: www.accordcollege.com.au.
4. For any queries regarding this matter, please email info@accordcollege.com.au or call on 0402 709 342.

Section A: Company Details & Background

Company Name

Trading Name

Australian Business Number (ABN)

Australian Company Number (ACN)

Office Address

Email

Work Phone

Mobile

Representative Full Name

Representative Position

Migration Agent Registration Authority
Number (MARN) / QEAC (if applicable)

Number of years the business has been
providing its services as an Education Agent

Number of International Students recruited
for study in Australia in last 3 years

List of the institution you are currently
representing in Australia

List the courses you usually promote

List of Countries you operate in

What services do you provide
to the international students?

Do you charge students additional
fees for the above services?



Unit 19 2-14 Station Pl, Werribee, VIC 3030



www.accord.edu.au



0386 761 899



info@accord.edu.au

Section B: Referee Details

Please indicate two (2) referees from the Australian educational institutions that you represent.

Reference 1

Organisation Name	
Contact Person	
Position	
Address	
Mobile/Phone	
Email	

Reference 2

Organisation Name	
Contact Person	
Position	
Address	
Mobile/Phone	
Email	

Section C: Checklist & Declaration

Checklist: Your application will be assessed on the quality of the supporting documentation you provide, so please be as thorough as possible.

☐	Have you completed all relevant sections of this application form?
☐	Have you included in your application, a copy of your company profile?
☐	Have you provided your ABN, and Business Registration Documentation?
☐	Have you provided a copy of your professional or industry membership documentation?
☐	And other supporting document

Agent's Declaration

I understand and agree to the following:

- My personal information will be recorded in PRISMS and ASQAnet.
- My personal information will be sent to the regulatory bodies like ASQA and can be shared with Australian Government's Department of Education, the Department of Employment and Workplace Relations, Department of Home Affairs (DHA) and other Commonwealth agencies. The information may include but not limited to my organisation details, representative name's business email, phone number and office address.
- The information will be used to administer or monitor compliance with the Commonwealth legislation e.g. Education Services for Overseas Students Act 2000, ASQA's SRTOs 2015, ASQA's guidelines and Migration Act 1958.
- I acknowledge that the institute may be required by ASQA to furnish a fit and proper declaration regarding the agent responsible for recruiting students for the institute. I consent to collaborate with the institute in completing ASQA's fit and proper declaration, if necessary.
- I confirm that all the information provided to the Institute by me through this form and other means is true and correct.

Agent's Name:		
Agent's Signature:		Date: