Education Agent Application Form

Please read the following information carefully:

Before making an application you should access the following information and read it: Education Service for Overseas Student Act 2000, National Code of Practice for Registered Authorities and Provision of Education and Training for overseas Students.

It is also recommended that you visit: Australian Department of Immigration and Citizenship (DIAC) website [www.immi.gov.au] and Department of Industry, Innovation, Climate Change, Research and Tertiary Education ([http://www.innovation.gov.au](http://www.innovation.gov.au))

Application
If you decide to apply to become an agent of Sunshine College of Management, you have to complete the attached application form.
The completed application with attachments must be sent to:

Compliance Manager, Sunshine College of Management
18 Withers St
Sunshine, 3020

Or Email: compliance@scm.vic.edu.au

Assessment
The standard processing time for an application takes up to 2 weeks from the receipt of a completed application. If you do not provide all of the information required or provide partial information, your application may get delayed significantly.
If your application is approved, the Compliance Manager will issue an agent agreement for your signature.

Documentation required with this application

- Business Profile
- Proof of Business Registration
- Education Agent Training Certificate (If Applicable)
1. Company details:

Company Name:

Address:

Business Registration Number:

1. Background, qualifications and previous experience:

2. Please list any other Institute/University/Educational Institution you have represented or currently represent in Australia or another country:

   a. 
   
   b. 
   
   c. 
   
   d. 
   
   e. Number of students referred to Australian educational institutes over the past 1 year

2. Compliance with ESOS and relevant regulations

   a. Please list the main responsibilities of Agents under the National Code

   b. Do you agree to regularly update your company on Australian Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au)?  
      Yes    No

   c. Are you willing to regularly monitor Department of Industry, Innovation, Climate Change, Research and Tertiary Education (http://www.innovation.gov.au)?  
      Yes    No

   d. What procedures does your organisation follow to ensure that you maintain accurate information on student visas and the education system in Australia and relating...
e. What process does your organisation undertake to ensure that the company remains ESOS compliant?

f. What steps does your organisation follow to ensure that students understand that they are coming to Australia on a student visa and must have a primary purpose of studying and must study full time?

3. About your business

a. From which geographical area will your potential market come from?

1. 
2. 
3. 
4. 

b. Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students? Yes No

c. Do you agree to use material supplied by Sunshine College of Management to describe the ANIB and its courses? Yes No
4. References
Please list the names of two referees from the Australian Education Industry with the valid email address and telephone number.

Institute name: ________________________________________________________________
Address: _____________________________________________________________________
Contact Person: ___________________________________________________________________
Email address: ___________________________________________________________________
Contact number with area code: _________________________________________________
Fax number: _____________________________________________________________________

Institute name: __________________________________________________________________
Address: _______________________________________________________________________
Contact Person: ___________________________________________________________________
Email address: ___________________________________________________________________
Contact number with area code: _________________________________________________
Fax number: _____________________________________________________________________

Signature: _____________________________________________________________________

Signed by (Name): _____________________________ Company Stamp: ______________________

Telephone: _____________________________ Mobile: _____________________________

Email: _____________________________ Website: _____________________________