

# Agent Application Form

*NOTE: Please complete all sections of this form in English. Applications will only be considered when ALL questions are completed and all supporting documentation is supplied. Please attach translated and certified copies of your business registration certificate(s).*

SECTION 1: BUSINESS DETAIL	
Company Name	
Trading Name	
Business Registration Number (country of Origin)	
Australian Business Registration Number (if applicable)	
MARA Registration Number(if Applicable):	
Key contact person(s): (applicant's name)	
Registered Physical address: (include state/region and country)	
Registered Postal address: (include state/region and country)	
Telephone:	
Email:	
Website address:	

Referees	
Referee 1	Referee 2
Organisation Name:	Organisation Name:
Contact Person:	Contact Person:
Contact Number:	Contact Number:
Email:	Email:

## SECTION 2: BUSINESS BACKGROUND AND HISTORY

How long have you been in business as an education agent? \_\_\_ Years \_\_\_ months

Is your office involved in any other business activities other than student recruitment?

Yes  No (if yes, please provide details)

Which Australian educational institutions do you currently represent? State at least 3 institutions.

1. ....
2. ....
3. ....

Do you have additional offices/branches?  Yes  No (if yes, please provide details below)

Office/Branch Name: .....

Branch Address and Contacts: .....

Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?

Yes  No

If yes, do you ensure such sub-agents and or individuals are aware of and comply with recruitment agent obligations under the ESOS Act and National Code 2018?

Yes  No

Which services do you provide to students? (Please tick the appropriate boxes)

- Student counselling     follow up with parents     Home stay/guardianship  
 English testing         Collecting fees             Visa application  
 Pre-departure briefing     other: .....

## SECTION 3: MARKETING AND PROMOTIONAL ACTIVITIES

How do you propose to promote PAX Institute of Education? (Please tick the appropriate boxes)

Brochures  Exhibitions  Internet  Education Agent website  Student seminars

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	<a href="http://www.pax.edu.au">www.pax.edu.au</a>
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: <a href="mailto:info@pax.edu.au">info@pax.edu.au</a>
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Other (please specify) .....

How many international students do you recruit each year?

- VET: \_\_\_\_\_
- ELICOS: \_\_\_\_\_
- Higher Education: \_\_\_\_\_

Name up to three destination countries that the majority of your recruitment comes from:

1. ....
2. ....
3. ....

Name the top 3 courses that students from your agency opt for?

1. ....
2. ....
3. ....

How many students do you expect to send to PAX Institute each year? .....

SECTION 4: DOCUMENT CHECKLIST		
Required documents to be attached	PAX USE ONLY	
Item	Supplied	Approved/Declined by PAX Marketing Representative
Company information including company profile, organisational chart and marketing profile		
Evidence of business registration		
MARA Certification		

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Student testimonials (if available)		
Other supporting documents (e.g. industry associations, memberships, etc.)		
Supporting promotional materials/information provided to international students, including website URL		
At least two referees		
Completed Education Agent Application Form		

## SECTION 5: DECLARATION

I/we declare that the answers and information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.

I/We declare that I/we understand all relevant laws and regulations of Australia and of the countries where we recruit students, in particular those laws pertaining to Australian consumer protection, the ESOS Act and the National Code 2018. Also agree to regularly view the Department of Home Affairs website to monitor policies and any changes to the policies.

I/We confirm that I/we have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.

I/We confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

I/We confirm my/our obligation to observe appropriate levels of confidentiality and transparency in our dealings with overseas students or intending overseas students and act honestly and in good faith, and in the best interests of the student.

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Title: \_\_\_\_\_

**PAX USE ONLY**

Application received on: \_\_\_\_\_

Name of Authorised PAX Officer: \_\_\_\_\_

Signature of Education Agent's authorised officer: \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed application and declaration together with all supporting documentation listed above to the address below. You may alternatively email or fax the same to us.