



## **Education Agent Application Form**

For consideration to be appointed as certified Education agent of Collins international College (CIC) and to assist the institute in the selection of agents, please complete this form and return it by email to: [support@collins.vic.edu.au](mailto:support@collins.vic.edu.au) or our contact address is: Level 1 158, Swanston Street, Melbourne VIC 3000

Note: completion of this application form will not make you an agent of CIC but will enable the institute to consider appointing you as such.

### **DETAILS OF THE AGENCY**

Company name		Trading name	
ABN		ACN	
Address			
Phone/Mobile		Email	
Website			

### **DIRECTORS/PARTNERS/PROPIETORS DETAILS**

	Name 1:	Name 2:
	Position:	Position:
Years of experience		
Total number of employes		
Phone/mobile		
Email		

### **LIST OF STAFF NAMES DIRECTLY INVOLVED IN COUNSELLING STUDENTS**

Name 1:	Name 2:	Name 3:
Position:	Position:	Position:

### **ARE YOU A REGISTERED MIGRATION AGENT?**

Yes (Please provide your MARN number)

No

### **SUB AGENTS EMPLOYED (IF APPLICABLE ATTACHED FULL CONTACT DETAILS)**

### **PLEASE MENTION THE LIST OF COUNTRIES**

1.)	6.)
2.)	7.)
3.)	8.)
4.)	9.)
5.)	10.)



**PLEASE EXPLAIN YOUR PLANS FOR RECRUITING STUDENTS TO CIC**

A.)
B.)
C.)

**NUMBER OF STUDENTS YOU ESTIMATE TO RECRUIT FORCIC OVER THE NEXT 12 MONTHS**

**HAVE YOU EVER HAD A PREVIOUS EDUCATION AGENT AGREEMENT CANCELLED BY A RTO?**

Yes  No

**PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:**

- Business Registration Certificate
- Copy your company profile.
- Samples of marketing material distributed by your agency (English and any other applicable languages)

**PLEASE PROVIDE CONTACT DETAILS OF TWO REFEREES**

(Preferably Australian education providers or alternatively, business referees) Please note these referees will be contact.

**Reference 1**

RTO Name/College Name/Business Name		Person Name and Position in the business	
Address			
Phone/Mobile		email	
Website			

**Reference 2**

RTO Name/College Name/Business Name		Person Name and Position in the business	
Address			
Phone/Mobile		Email	
Website			



**AGENT DECLARATION**

As a legal representative of the education agency, I agree that the information that I have provided herein to CIC is true and correct at the time of submission. I understand that the CIC will assess this organization’s ability to be engaged as an Education Agent based on the information that I have provided. I / We understand that submitting this ‘Education Agent Application Form’ to CIC, does not grant or guarantee registration as an agent for recruiting international students. CIC reserves the right to cease all business dealings with me / us if we mislead prospective students or misrepresent CIC as authorized agents or representatives of CIC. I / We prepared to enter into an agreement with CIC. All the information provided above is true and accurate. I am interested in representing CIC as an education agent and I agree to do so in an honest and professional manner as per the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2018).

**<https://www.legislation.gov.au/Details/F2017L01182> And the ESOS Act 2000**  
**<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Over-seas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>**

**UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS**

CIC encourages all its agents to familiarize themselves with:

- The Australian Department of Home Affairs (DHA) website ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au))
- The Australian Department of Education ([www.education.gov.au](http://www.education.gov.au))
- National Code of Practice 2018 for Registration Authorities and Providers of Education and Training to Overseas Students  
(<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>)

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 understand you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Department of Home Affairs website?

Yes  No

Are you prepared to comply with all the requirements of CIC about advertising, course material, application procedures and providing information to students?

Yes  No

Are you prepared only to use material supplied by CIC to describe its courses?

Yes  No

Agent signature		DATE	
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Please send the signed agent application form along with your company profile to [support@collins.vic.edu.au](mailto:support@collins.vic.edu.au)



**COLLINS  
INTERNATIONAL COLLEGE**  
MELBOURNE

**CRICOS CODE:03887J RTO CODE:45652**  
Career Solutions Group Pty Ltd The Trustee for Career Solutions Trust

**FOR OFFICE USE ONLY**

Application approve

Yes  No

Any Comments on this Application

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CIC Delegate name and signature		Date : ____/____/____
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