EDUCATION AGENT APPLICATION FORM

Applicants to become an education agent for the Sydney Polytechnic Institute (SPI) must complete this form and all relevant sections.

Section A: Education Agency Details			
Company Legal Name:			
Company Trading Name:			
ABN/ACN:		Country:	
Contact:		Position/Role:	
Phone Number:		Website:	
Do you have a registered MARA in your office? ☐ Yes ☐ No *If yes, what is the MARA number?* _____			
Email Address:			
Agency Address:			
Mailing Address: *(If different from above)*			

Section B: Survey Questions
How many staff does the agency engage on a full/part-time/casual/contract basis?
Does your company have offices or sub-agents overseas (please specify)?
What are the main languages spoken by your students?
Does your company recruit foreign students overseas or locally?
Please list the foreign countries where your company operates [If applicable]:
Please indicate the number of students your company recruits annually:

Indicate each of the following sectors as a percentage of your company's business:	
_____ Private Higher Education Institutes	_____ Universities
_____ Vocational Education and Training Institutes	_____ Others
List the top 4 institutions you are formally engaged with:	
How did you hear about the Sydney Polytechnic Institute?	

Section C: Provide 2 references (Prioritise Higher Education Providers)

Reference 1:		**Contact Person / Position:**	
Phone Number:		**Email:**	

Reference 2:		**Contact Person / Position:**	
Phone Number:		**Email:**	

Section D: Document Checklist

- ☐ Certified Copy of Business/Company registration
- ☐ Company profile
- ☐ Business plan including annual marketing activities
- ☐ Copy of Certificate of Attainment, AEI-Education Agent Training Course (EATC) or Evidence of completion of the course
- ☐ A signed declaration attesting to an understanding and compliance with all laws and regulations, especially laws pertaining to Consumer Protection of Australia and/or country in which the agent is operation

Section E: Declaration

Please sign the following declaration:

- The information I have provided in this application is accurate to the best of my knowledge.
- I consent to SPI contacting the references provided.
- I have read, understand and agree with the relevant SPI policies and local, state or commonwealth laws.
- I understand that, should any details or conditions of my engagement change, SPI will be notified immediately.
- I/we declare we have an understanding of all relevant laws and regulations of Australia and in countries where we recruit students, in particular those laws pertaining to consumer protection, the ESOS act and the National Code.
- I/We declare that any conflict of interest or perceived conflict of interest will be handled in an appropriate manner in accordance with ESOS requirements.
- I/We always confirm my/our obligation to comply with such laws and regulations, including any amendments from time to time.

- I/we authorise SPI, to contact my/our referees and collect any information or details as required.
- I am/we are aware that the SPI, may conduct a due diligence check and is under no obligation to approve my/our application.

We declare that the answers and information provided in this application are complete and accurate, and that all information pertinent to this application has been fully disclosed, irrespective of whether such information was specifically requested.

Print Name: **Signature:**

Date: