

## Application for appointment as an education agent

### Company Profile

Organisation name	
Registered Company Name (Attach a copy of the company registration certificate)	
Trading Name (if different)	
If registered in Australia, provide Australian Company Number (ACN) or Australian Business Number (ABN)	
If registered offshore, provide evidence local business registration requirements	
Name of Registered Owner	
Name of Chief Executive (if different)	
Name and position of Officer authorised to sign agency contract with Danford College	
Name of Officer to act as key contact person for Danford College	
Has the Registered Owner or staff of the company ever been convicted of a criminal offence? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please provide details below:	
Has the Company or Registered Owner ever been declared bankrupt? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please provide details below:	
Street Address	
Postal Address	
Telephone (include international codes)	Facsimile (include international codes)
Email	

### Supplementary details

What is the main Business of your company?
List any subsidiaries and/or associated companies
Do you currently represent any Australian institutions? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please provide details below:
Number of offices and locations
What is your annual turnover of students?
How many staff do you employ?
How many of your staff are vocational education and training graduates?
Have your staff been formally trained in counselling international students? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please provide details below:
Have you or any of your staff had experience as an international student? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please provide details below:

## Experience in recruiting International Students

What countries do you recruit students from?
Do you have representative offices in each of the countries from which you recruit students?
Have you successfully completed the Australian Education Agent Training Course or are you a member of PIER (Qualified Education Agent)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please include date of completion and QEA number
For agents operating in China, do you have a Student Agency Licence? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please attach a copy of the licence
For agents operating in India, is your company a member of AAERI association of agents in India? <input type="checkbox"/> No <input type="checkbox"/> Yes
When did your company begin operating as an education agent?
Do you or your company conduct other business outside of student recruitment? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please specify
What systems do you have in place for checking that students have appropriate entry qualifications?
What services would you offer Danford College as a representative?
Do you charge students for your services? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please specify amounts charged for services
Please provide the names, qualifications and experience of the student counsellors employed by your company

## Knowledge of Australia

What links do you already have with Australia?
Have you or any of your staff studied in Australia? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify 'who' and 'where'
International students entering Australia must comply with immigration requirements. What systems do you have to assist students with travel, immigration and other documentation?

## Referees and documentation

Please list the names and contact details (address, telephone and email) of at least three referees. Referees must be existing institutional clients of the company, preferably with at least one Australian referee.
<b>Referee 1:</b>
Institution Name
Contact Person
Position
Phone No
Email
<b>Referee 2:</b>
Institution Name
Contact Person
Position
Phone No
Email
<b>Referee 3:</b>
Institution Name
Contact Person
Position
Phone No
Email

### Applicant agent's declaration

I Hereby DECLARE that, should my application to represent Danford College as an Education Agent be successful, I agree to perform this role in an honest and professional manner and will:

- Regularly view the DIBP website to monitor policies and any changes to the policies;
- Regularly view the DEEWR website to monitor policies and regulations, and any changes to these policies and regulations;

I Also DECLARE that I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to abide by the relevant Standards. Assess all applicants as Genuine Temporary Entrants and a Genuine Student as defined by the Department of Immigration and Border Protection at [immi.gov.au](http://immi.gov.au). I will endeavour to verify the authenticity and validity of the documents which form part of the relevant application, and will confirm that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and any dependents.

I also AUTHORISE Danford College to seek information/Data from third parties including Australian High Commission post in my relevant/home country regarding my agency.

Agent Company Name

Agent branch office

Telephone (+country code)

Fax (+country code)

Postal address

Country

Email

Agent Name (Please print)

Agent Signature

Agent Stamp

Date

### Education Agent Consent Form

The key requirement of the ESOS Act is that all providers on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) must maintain a list of all the provider's agents, and publish that list on its website.

Danford College will be listing the names of education agents that have a written agreement and recruit and counsel international students onshore or offshore on behalf of the college.

Danford College will be publishing the names of all its agents on its website [www.danford.edu.au](http://www.danford.edu.au) and in Provider Registration and International Students Management System (PRISMS) and will only deal with agents who consents to publishing their details on Danford College website.

I consent to publishing my below details on Danford College website

I do not consent

I consent to listing my details on PRISMS

I do not consent

Legal name of the Business

Business trading name

Main Contact Name and Position

Website

### Office use only

Consent form verified (date)		Signed
Name of the verifying officer	Date	