

Application Instructions:

- Please complete all sections on this form. Only completed applications will be accepted and must include all relevant and required documents. *(Please refer to below checklist).*
- To ensure information accuracy, please type the details into the form. Handwritten applications will not be accepted.
- This form is an expression of interest only and does not guarantee appointment as an authorised La Trobe University agent.
- Return completed application to International Marketing Communications Email: GlobalComms@latrobe.edu.au

Checklist:

Please include all the documents listed below to support your application. Please ensure all copies of documents are certified and translated if not in English *(Tick relevant box)*.

- ☐ Business registration certificate for each country proposed as a territory (including non-english translations).
- ☐ Marketing plan to promote La Trobe University.
- ☐ Company profile with all services provided by the organisation.
- ☐ Organisation structure and staff details.
- ☐ Evidence of professional certification in an agent training course.
- ☐ Two education provider references. Australian based referees are preferred *(included in the form)*.

References will be contacted directly by La Trobe University.

Company Profile:

Legal Name	<input type="text"/>		
Trading Name (if any)	<input type="text"/>	Place of registration	<input type="text"/>
Registration Number	<input type="text"/>	Expiry date	<input type="text"/>
Date of registration	<input type="text"/>		
Head office address	<input type="text"/>	Postal Code	<input type="text"/>
City/State/Region	<input type="text"/>	Phone	<input type="text"/>
		Email	<input type="text"/>
Country	<input type="text"/>		
Website URL	<input type="text"/>		

Signatory of Contract

Name	<input type="text"/>		
Position/Title	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State/ Region	<input type="text"/>
Postal Code	<input type="text"/>	Country	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

Company Background

Number of years in Operation: ☐ 1- 3 Years ☐ 4 - 6 years ☐ 7 - 9 Years ☐ 10 Years +

Countries you recruit students to: ☐ Australia ☐ Canada ☐ UK ☐ New Zealand ☐ Others

Number of staff/counsellors

Are any of your staff accredited through EATC- PIER Online? ☐ Yes ☐ No

If yes, how many?

Do you offer Immigration advise to prospective Students? ☐ Yes ☐ No

If yes, are you a registered migration agent (MARA)? ☐ Yes ☐ No

Do you offer any other services? E.g. Travel, accommodation etc ☐ Yes ☐ No

If yes, please list your services

Number of international students recruited in past 3 years

Number of international students recruited to Australia in last 1 year

What is your area of specialisation?

☐ Higher Education ☐ ELICOS ☐ Pathways ☐ TAFE ☐ Research ☐ Partnerships

☐ Study Abroad ☐ Other: _____

Does your company have membership of any agent's associations or affiliations with other relevant organisations?

China Approval - Is your agency on the Chinese list of Approved Agents by the Ministry of Education or under an approved agreement? Provide details:

Do you receive any funding from the local government or foreign government or work with the government in any form?

- ☐ Yes – Provide details below
☐ No

Do you work with sub agents?

- ☐ Yes – please attach a list of sub agents including relevant contact details (email, phone, contact person)
☐ No

Is your agency currently a privately owned business?

- ☐ Yes ☐ No – Provide details below

Have you or any your staff been convicted of a criminal offence, or have charges pending for criminal offence?

- ☐ Yes ☐ No

Has your agency or any staff member employed by your agency been convicted or charged with any offence under corporate or regulatory law?

- ☐ Yes ☐ No

Has your agency previously operated under different trading name and has it been previously pronounced insolvent or bankrupt?

- ☐ Yes ☐ No

If you answered Yes to any of the above questions, please provide further details in a separate document.

Have you read and understood your obligations under the National Code of Practice for registration authorities and providers of education and trainings to overseas students?

- ☐ Yes ☐ No

BUSINESS SERVICES

Please list all Australian schools, educational institution, and Government Education Department with whom you are accredited or work (e.g., University, private college, TAFE, primary/secondary and high schools)

University Name	No of Students	University Name	No of Students

Please indicate the services provided to students

- | | | |
|---|--|---|
| <input type="checkbox"/> Student Counselling | <input type="checkbox"/> Follow up with parents | <input type="checkbox"/> Collection of fees |
| <input type="checkbox"/> English testing | <input type="checkbox"/> Pre-Departure Briefing | <input type="checkbox"/> Visa Application |
| <input type="checkbox"/> Arranging homestay accommodation | <input type="checkbox"/> Post Admission welfare services | <input type="checkbox"/> Welfare provisions |

☐ Other – Please List

Please indicate the geographical territories you wish to recruit students from (e.g., China, Australia etc).

MARKET RESEARCH AND CAPACITY

Please realistically estimate the number of students you could recruit for La Trobe University in the next three years:

Year 20____

Year 20____

Year 20____

What political and economic factors are prevalent in your region of operation which will contribute to the attractiveness of Australian Education?

Please supply a plan outlining your proposed student recruitment, promotions, and marketing activities you will use to recruit international students to La Trobe University.

Do you charge service fees to students?

☐ Yes

☐ No

If yes, provide details:

Name of Service	Fee Amount (local currency)

REFEREES

Please nominate two education provider references in support of your submission (Please note you cannot nominate a La Trobe University employee as a referee). Referees will be directly contacted by the La Trobe University. References must be current and provided by referees with whom you currently have an active working relationship.

Name of Referee 1

Title

Institution Name

Phone

Email

Name of Referee 2

Title

Institution Name

Phone

Email

ANY OTHER INFORMATION YOU WISH TO PROVIDE TO SUPPORT YOUR APPLICATION

DECLARATION:

I (insert Name) of

(insert Agency Name)

hereby declare that

- The information provided in the application is true and accurate. I further declare that all information pertaining to this application has been carefully disclosed, irrespective of if the information was specifically requested.
- I declare that I understand all relevant laws and regulation of Australia and the country where (insert Agency Name) recruits' students including consumer protection, ESOS Act, National Code and Australian Foreign Relations Bill 2020.
- I confirm my obligation to always comply with the laws and regulation, including any amendments from time to time.
- I declare that any conflict of interest or perceived conflict of interest will be handled in an appropriate manner in accordance with the ESOS requirements.

- I confirm that I have all the necessary registrations, accreditations, and permissions to act as an education agent in all the territories which I have nominated and understand that I must notify the university in case of any changes in the registration status as soon as possible.
- I have read, understood, and agree to abide by the terms and conditions of the university's privacy policy as stipulated at <http://www.latrobe.edu.au/privacy>.
- I consent La Trobe University to contact any of the referees I have nominated to collect information or details as required.
- I understand that La Trobe University may conduct a due diligence check and is under no obligation to recruit students until a formal agreement is signed.
- I understand that if my application for appointment as a University agent is successful, I will be required to enter and abide by a formal agency agreement.
- By returning this application to La Trobe University, I agree to abide by the terms and conditions in the aforementioned declaration.

Applicant Signature

Date:

Applicant Title

Declared At

Applicant Location

(insert country and city)