



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).*
- This form is an expression of interest only and does not guarantee appointment as an authorised La Trobe University agent.
- Please use additional sheets to fill details where required.
- Application closing dates are _____ and _____ each year.
- Return complete application to

Contact Address:

Email:

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 number
- Business plan including your marketing initiatives to promote La Trobe University.
- Company profile with all services provided by the organisation
- Organization structure and Staff Details.
- Evidence or Attainment certificate of AEI - Education Agent Training Course (EATC).
- Two education provider references. Australian based referees are preferred *(included in the form)*. References will be contacted directly by La Trobe University.
- An understanding of the international education industry and relevant legislations such as ESOS, The National Code and the Migration ACT.

Begin Application:

Company Profile:

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



Signatory of Contract

Name

Position/Title

Address

City State/ Region

Postal Code Country

Email Phone

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/councillors

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

Does the company offer any other services? Eg Travel, accomodation 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

School Study Abroad Others: _____

Does your company have membership of any agents association or affiliation with other relevent organisations (please provide details)?



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 work with sub agents?

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

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

- Yes No

If yes please provide Details

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

If yes please provide Details

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

- Yes No

If yes please provide Details

Have you read and understood your obligations under the National Code of Practice for registration authorities and providers of education and training 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 (eg. 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 accompdation | <input type="checkbox"/> Post Admission welfare services | <input type="checkbox"/> Welfare provisions |

Other – Please List

Please indicate the geographical territory you will serve

MARKET RESEARCH AND CAPACITY

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

Year 20__ Year 20__ Year 20__

What political and economical 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. *(Please attach a business plan along with this applitcaion)*

Do you charge service fees to students? Yes No

If yes, provide details

Name of Service	Fee Amount (local currency)

REFEREES

Please arrange two education provider references, in support of your submission, to be emailed to *Email ID.* (please note using La Trobe Employee as a referee is not acceptable). References must be current, and provided by referees with whom you currently have an active working relationship.

Yes, two education provider referees will submit their completed reference on the Agent Reference Questionnaire form via email.

Name of Referee 1

Title



Institution Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Name of Referee 2	<input type="text"/>
Title	<input type="text"/>
Institution Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

ANY OTHER INFORMATION YOU WISH TO PROVIDE TO SUPPORT YOUR APPLICATION

DECLARATION:

I of

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 have the understanding of all relevant laws and regulation of Australia and the country where recruits students including consumer protection, ESOS Act and National Code.
- I confirm my obligation to comply with the laws and regulation at all times, 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 to 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>.



LA TROBE

UNIVERSITY • AUSTRALIA

**INTERNATIONAL AGENT
APPLICATION FORM**

La Trobe International

- 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 into 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

Location