



## Agent Application Form

Company Name: \_\_\_\_\_

Trading Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Australian Company Number (ACN) (if applicable): \_\_\_\_\_

Australian Business Number (ABN) (if applicable): \_\_\_\_\_

Australian Migration Agency Number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

### **BUSINESS BACKGROUND**

How long have you been in business? \_\_\_\_\_

Number of international students recruited for study in Australia each year: \_\_\_\_\_

List of other institutions you are currently representing in Australia:

\_\_\_\_\_  
\_\_\_\_\_

List the courses you promote to students to enrol into:

\_\_\_\_\_  
\_\_\_\_\_

List of countries you operate from:

\_\_\_\_\_  
\_\_\_\_\_

### **Services provided to students (Please check in appropriate box)**

Student counselling	<input type="checkbox"/>	Pre-departure briefing	<input type="checkbox"/>
Visa Application	<input type="checkbox"/>	Follow up with parents	<input type="checkbox"/>

Other services (Please Specify): \_\_\_\_\_



Do you charge students additional fees for the above services? Yes  No

How do you promote international education and how will you promote St Albans Institute Pty Ltd T/A Hawk Institute?

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### REFEREES

Please indicate two referees from Australian educational institutions that you represent.

#### Reference 1

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### Reference 2

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

As our authorised agent we are responsible for your actions in marketing our courses and therefore we expect you to market them with integrity and accuracy as outlined in the National Code of Practice 2018 (National Code of Practice for Providers of Education and Training to Overseas Students 2018 and ESOS Act (Education Services for Overseas Students Act) 2000. Details can be found on <https://www.legislation.gov.au/Details/C2022C00066>

Please confirm that you have read and understood this Act.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_