



F27_Agent Application Form

COMPANY DETAILS

Registered Business Name		
Trading name (if different from above)		
Business Address in Australia (if applicable)		
Business Address Off Shore		
Business Registration Number If in Australia - Australian Business Number (ABN) or Australian Company Number (ACN)		
Australian Migration Agency Number (if applicable)		
Contact Person		
Position		
Telephone		
Facsimile		
Website		
Email		
Do you have any additional offices/branches?		<input type="checkbox"/> YES (Please provide details below) <input type="checkbox"/> NO
1	Office/Branch Name	
	Business Address	
	Contact Details	
2	Office/Branch Name	
	Business Address	
	Contact Details	
BUSINESS BACKGROUND		
How long has your business been operating as an education agency?		
Have you or any of the directors of the company you represent previously been involved in bankruptcy proceedings?		<input type="checkbox"/> YES (Please provide details below) <input type="checkbox"/> NO
No. of international students recruited for study in Australia in the last 12 months?		
Which other Australian education institutions do you currently represent?		
Do you represent any International educational institutes?		<input type="checkbox"/> YES (Please provide details below) <input type="checkbox"/> NO
What are the most popular courses you promote now:		



What are the countries you operate from?	
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MARKETING AND PROMOTIONAL MATERIAL

How do you propose to promote Central Melbourne Institute?	<input type="checkbox"/> Brochures <input type="checkbox"/> Internet <input type="checkbox"/> Student Seminars <input type="checkbox"/> Exhibitions <input type="checkbox"/> Agent Website <input type="checkbox"/> Other (please specify): <hr/>
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SERVICES PROVIDED TO STUDENTS

Please indicate the services that you can provide to students:

- Student counselling
- Assistance with Visa application
- Assistance with student application form
- Pre-departure briefing
- English language testing
- Ongoing support services
- Arranging accommodation
- Overseas Student Health Cover
- Other (please specify):

Do you charge the student an additional fee for the above mentioned services?

- YES
- NO

REFEREES

Please list the names and contact details of two (2) referees from the AUSTRALIAN education sector

1	Name of Contact Person	
	Name of Institute	
	Telephone	
	Email	
2	Name of Contact Person	
	Name of Institute	
	Telephone	
	Email	

SUPPORTING EVIDENCE CHECKLIST

Please ensure ALL documentation sent with this application is certified or original (if in person)

- Completed Education Agent Application Form
- Certificate of registration of business name or company
- Business profile
- Proof of professional membership e.g. Migration agents registration Authority

DECLARATION

I declare that the information I have provided on application is true and correct to the best of my knowledge. I further

declare that I understand all relevant laws pertaining to Australian consumer protection, the ESOS (Education Services for Overseas Students Act) 2000 and the National Code of Practice 2018 (for Registration Authorities and Providers of Education and Training to Overseas Students). I confirm my obligation to comply with such laws and regulations at all times, including any amendments.

I authorise Central Melbourne Institute to approach my referees to collect any information or details as required.

Name (please print)

Signature

Date

Please send your completed application, including all supporting documents to:

Marketing Coordinator
Central Melbourne Institute
Address: Level 6, 460 Bourke Street | Melbourne VIC 3000 | Australia
T: (+61 3) 863 777 00
Email: marketing@cmi.vic.edu.au
Web: www.cmi.vic.edu.au