



AGENT APPLICATION FORM

COMPANY DETAILS

Registered Business Name	
Trading name (if different from above)	
Business Address in Australia (if applicable)	
Business Address Overseas (if applicable) / or other countries of operation	
Australian Business Number (ABN) or Australian Company Number (ACN)	
Australian Migration Agency Number (if applicable)	
Contact Person	
Position	
Telephone	
Email	
Website	

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?	☐ YES (Please provide details below) ☐ 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?	☐ YES (Please provide details below) ☐ NO
What are the courses you are promoting now?	

**MARKETING AND PROMOTIONAL MATERIAL**
How do you propose to promote Central Melbourne Institute

- ☐ Brochures
- ☐ Internet
- ☐ Student Seminars

- ☐ Exhibitions
- ☐ Agent Website
- ☐ Other (please specify):
.....

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

- ☐ 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

Name of Contact Person

Name of Institute

Telephone

Email

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 (MARA)

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:

Signature: **Date:**