

Education Agent Application / Renewal

Application for consideration to be appointed or renewed as an Education Agent.

Please note **ALL** particulars must be completed. Please enter N/A if not applicable.

Application Type

New Application

Renewal

Company Profile

Company Name

Street Address

Street Address

Suburb/Town

Postcode

State

Country

Postal Address

Same as above

Street Address

Suburb/Town

Postcode

State

Country

Phone Number

- Including country code
(eg. +44-012-12345678)

 (see example)

Fax Number

 (see example)

- Including country code
(eg. +44-012-12345678)

Email

Website

Contact Officers

Company Director / Principal

Position

Phone Number (see example)
- Including country code
(eg. +44-012-12345678)

Email

Marketing Contact/s

Position

Phone Number (see example)
- Including country code
(eg. +44-012-12345678)

Email

Company Background

Business Registration No. (ABN) (if located in Australia)

Business Registration Certificate (if located offshore)

Details of registering country and authority

Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?

Business Profile/ Strategic Plan

Please email to international.services@aicm.edu.au

Key Business Activities (List)

Year founded

Years as an education agent

Number of staff

EATC Training (PIER Online)

If yes, please email the certificate to international.services@aicm.edu.au

Number of offices (locations)

Sub-agencies

Associations/affiliations with other relevant organisations (List)

Associations with any local authorities/ governments/ councils/ etc. (List)

China Approval (only for agents located in China)

Is your agency on the Chinese list of approved Agent by the Ministry of Education or under an approved agreement? Provide details:

Marketing

Please indicate the geographical territory you will service.

Provide description of your target market, trends, demands etc.

Proposal for promotion and marketing in the territories.

Performance

Number of Students sent abroad each year.

Proposed number of students sent to us in the next year.

Service Fees and Charges

What services do you provide for students.

Please provide details of any fees you charge students.

Referees

Educational Referees (1)

Name

Position

Organisation

Address

Phone

Email

Educational Referees (2)

Name

Position

Organisation

Address

Phone

Email

Declaration

I am interested in representing you as an educational representative and by completing and sending this form I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the DIAC website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the DEEWR website.
- I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant Standards.

Full Name

Position

Organisation

By ticking this box , I confirm to have read, understood and agree to abide by the ARC Education Group (representing the Australian International Conservatorium of Music and Performing Arts High School) Education Agent Code of Conduct and National Code as outlined above.