

Agent Application Form & Checklist

Company Details and Background		
Company / Business Name:		
Trading name (if different from Company name)		
Company/ Business Registration Number:		
Years Established:		
Name of all Director(s):		
If the agent is a registered migration agent—the agent’s Migration Agents Registration Number		
Town and Country of Company/ Business Registration:		
Address of Principal Place of Business		
Postal Address (if different from above)		
If the agent is a body corporate - the address of the body corporate’s registered office		
Phone:	Email:	
Fax:	Website:	
Please describe your business activities		
Number of staff:		
Following information about each of the agent’s employees (if any) who are involved in the agent facilitating the enrolment		
Name	Email Address	Migration Agent registration no (if registered with OMARA)

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Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each.
Agency Performance and Compliance
How many Australian education institutions are you currently representing?
How many students have you referred to Australian educational institutions in the past 2 years?
Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by
Have you or any of your staff completed the Education Agents Training Course (EATC) available through
Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?
Do you regularly monitor the Australian Department of Home Affairs (DHA) website (https://www.homeaffairs.gov.au/)
Are you willing to comply with the requirements of Australian National Academy of Education regarding advertising,
Are you prepared to use the marketing materials provided by Australian National Academy of Education to promote our
Additional Information
Please provide any other information that you think will support your application.
References
Please provide details of at least 2 Australian educational institutes that we can contact for a reference.
Institution 1
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Institution 2
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them

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Declaration
<p>In signing this agreement, you declare that</p> <ul style="list-style-type: none"> ◆ You have read and understood the extract from the ESOS Act 2000 Obligations of Agents. ◆ The answers and details provided in this application are true, accurate and complete. ◆ Australian National Academy of Education is authorised to contact the referees listed to collect information about my conduct and services. ◆ You acknowledge and agree to the privacy statement provided below. <p>Privacy Statement: All information collected, used or disclosed by Australian National Academy of Education is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Australian National Academy of Education policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.</p>
<p>Signature: _____ Date: _____</p>
<p>Printed Name: _____</p>

Document Checklist

Document Title	Yes	No
Complete Agent Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Business Profile	<input type="checkbox"/>	<input type="checkbox"/>
ABN Registration	<input type="checkbox"/>	<input type="checkbox"/>
2 Referee Details (<i>preferably education institute from past 2 years</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Statement from the Director of Business on how they plan to promote courses of Australian Centre of Further Education	<input type="checkbox"/>	<input type="checkbox"/>