



AGENT APPLICATION FORM

☐ Offshore Agency ☐ Onshore Agency

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

A. PERSONAL INFORMATION

What type of business is your agency?

- ☐ A sole proprietor
☐ A partnership
☐ An incorporated company

Registered Company Name:

Trading Name (If applicable):

Place of Registration:

Date of Registration:

Number of Years in Operation:

Number of Staff:

Australian Business Number (ABN):
(or equivalent registration number)

MARA no:

QEAC no:

Office Address

Street Address:

Country:

Postal Address:

Country:

Email address:

Telephone:

Fax:

Website:

B. DETAILS OF CEO/DIRECTORS AND EMPLOYEES

1. Name of your Chief Executive Officer/ Director: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

Given Name:

Surname:

Telephone:

Mobile:

Fax:

Email:

Qualification, background and previous work experience.

2. Main contact officer: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

Given name:

Surname:

Telephone:

Mobile:

Fax:

Email:

Qualification, background and previous work experience.

3. Other contact officer: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

Given name:

Surname:

Telephone:

Mobile:

Fax:

Email:

Qualification, background, and previous work experience.



C. YOUR BUSINESS PROFILE

1. How many offices/representative offices do you have and where are they located?

1.	3.
2.	4.

Are you a member of any agent association or professional industry body? ☐ Yes ☐ No

Name of Association	Years
e.g. MARA, AAERI, ECAN etc	

2. Which courses are your clients most interested in? (Please tick relevant boxes)

☐ Vocational Education ☐ Other:

3. Which Australian education institutions do you currently represent?

Name of Institution	How many years have you represented this institution?	Total number of students recruited to this institution?

4. Which education institutions do you represent for countries other than Australia?

Name of Institution and Country	How many years have you represented this institution?	Total number of students recruited to this institution?



5. How many years of experience you have in Australian education Sector?

6. Please provide details of specific International recruitment training undertaken by you and your staff? e.g. QEAC

7. From which geographical area will you recruit your students? What are your strengths in this region?

8. What kinds of services do you provide to your students?

9. Do you charge (or intend to charge) students/applicants any fee or commission for processing their application?

10. State briefly how you plan to recruit students to the courses offered by Western Sydney College?

11. Please describe the characteristics of your potential market (age, income, educational background, courses they are interested, etc.)

12. When is the most suitable time of the year to conduct a marketing trip to your region or visit your office to recruit students?

13. If appointed as an Agent for Western Sydney College, how many students will you aim to recruit in the first year?



C. Understanding of and complying with ESOS requirements

1. Are you and your staff familiar with the National Code of Practice for Providers of Education and Training to Overseas Students to Overseas Students 2018 (The National Code 2018)?

☐ Yes ☐ No

2. Please list the main responsibilities of Agents under the National Code 2018 and explain how your agency will comply with these obligations?

3. Are you and your staff familiar with Education Service for Overseas Student Act 2000(The ESOS ACT 2000)?

☐ Yes ☐ No

4. Are you and your staff familiar with the Agent Code of Ethics (ACE)?

☐ Yes ☐ No

5. Do you and your staff regularly monitor the following website for regular updates?

- Department of Home Affairs: www.homeaffairs.gov.au ☐ Yes ☐ No
- Department of Education and Training: www.education.gov.au ☐ Yes ☐ No
- Tuition Protection Services: www.tps.gov.au ☐ Yes ☐ No
- Study in Australia: www.studyinaustralia.gov.au ☐ Yes ☐ No

6. Are you and your staff familiar with student visa conditions and do you explain these conditions to every single student you recruit?

☐ Yes ☐ No

7. Do you and your staff understand that the primary purpose of students coming to Australia on a student visa is to study and they must study full time? Do you and your staff explain this condition to every single student you recruit?

☐ Yes ☐ No

8. Do you and your staff understand that the ultimate visa decision can only be made by the Department of Home Affairs and under no circumstances anyone should guarantee the visa outcome?

☐ Yes ☐ No



9. Do you and your staff understand and are prepared to comply with all the requirements of Western Sydney College about marketing and advertising, course materials, student application procedures, and providing updated information to students?

☐ Yes ☐ No

10. Do you and your staff understand that you can only use marketing and other course materials supplied by Western Sydney College and under no circumstances these materials can be modified?

☐ Yes ☐ No

11. Do you and your staff provide pre-departure information to your students after a successful visa grant?

☐ Yes ☐ No

12. Please explain the pre-departure information you provide to your students?

13. Is there any other information you would like to provide us?

D: REFERENCES

Please provide the names of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.

Referee 1:

Name:

Company:

Position:

Address:

Phone:

Email Address:

Referee 2:

Name:

Company:

Position:

Address:

Phone:

Email Address:

Referee 3:

Name:

Company:

Position:

Address:

Phone:

Email Address:



E. DECLARATION BY AGENT

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I also authorise Western Sydney College to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Western Sydney College in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR.

Authorised Signature:

Date:

Name of Officer:

Position:

PLEASE RETURN COMPLETED APPLICATION TO:

WESTERN SYDNEY COLLEGE

55 High Street Parramatta NSW 2150

Tel: (+61) 02 8628 7973

Email: marketing@wsc.nsw.edu.au

APPLICATION CHECKLISTS

- ☐ Application form completed and signed
- ☐ Evidence of business registration attached
- ☐ Evidence of any agent association or professional industry body attached
- ☐ Evidence of representing other education provider attached
- ☐ Completed and signed Agent Agreement attached

OFFICE USE ONLY

Referees checked by		<input type="checkbox"/> Approved	<input type="checkbox"/> Refused	Date:	
Approved by:		<input type="checkbox"/> Approved	<input type="checkbox"/> Refused	Date:	
Comments					