

## Education Agent Application

### Company Details

Company Name:		Company/Business Reg No:	
Business Address:			
Phone:	Fax:	Mobile:	
Email Address:		Website:	
Business Activities:		Years in Existence: Number of Staff/Counsellors:	

### Details of Key Directors and Employees

Name:		Position:	
Qualifications and Previous Experience:			
Name:		Position:	
Qualifications and Previous Experience:			
Please list education institutions or Universities you have/or currently represent in Australia or another country:			

### Performance

The total number of students referred to Australian education institutions over the past 2 years:			
High School & ELICOS Courses:		Vocational Course:	
Undergraduate Course:		Postgraduate Course:	

### Compliance

Has any of your staff completed the Education Agents Training Course which is available on [www.pieronline.org](http://www.pieronline.org) ?

Yes  No      If Yes, How many?

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code as an Education Agent?

Yes  No

Is there any reason that you may be disqualified from acting as an Education Agent EG: Sanction or restriction from an Australian Government Agency, previous convictions, criminal records?

Yes  No

Please list the main responsibilities of Education Agents under the National Code? How will you comply with these obligations?

Do you monitor the Department of Home Affairs (DHA) website [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) and The Australian Education International (AEI) [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

Yes  No

Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?

Yes  No

Are you prepared to comply with the requirements of Spencer College regarding advertising, course materials and application procedures, and provide accurate information to students?

Yes  No

Are you prepared to use material supplied by Spencer College to promote our courses?

Yes  No

Do you have a representative in Australia? If so, please provide the details below.

Yes  No

Company Name:

Business Address:

Company/Business Reg No:

Phone:

Email:

## Description of Potential Markets

Which are your major target markets? Please describe any strengths you have in these regions to justify your answer.

Please describe the characteristics of your potential market (age, income, educational background, University networks, etc.). Please use separate sheets, if necessary.

What do you believe is the most effective marketing strategy to employ in your particular region or market?

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

Please outline the support services you offer to students:

Do you charge students any service fees? If YES, please provide details of what you charge and for what service.

**Please attach any other information you consider to be of importance to this application.**

## Academic Referees

Please list the names and contact details of three (3) academic referees

1. Name of Contact Person:	Phone:
Name of Institute:	Email:
2. Name of Contact Person:	Phone:
Name of Institute:	Email:
3. Name of Contact Person:	Phone:
Name of Institute:	Email:

## Declaration

I confirm that the information provided is true and accurate to the best of my knowledge and I authorise Spencer College to approach referees to collect any information/details as you may request from time to time.

Applicant's signature	Date
Name of Contact:	Position:

## Education Agent Application Guidelines

### Further Information

Visit Spencer College website [www.spencertechcollege.edu.au](http://www.spencertechcollege.edu.au) for details. Alternatively, you can send an email to [admin@spencertechcollege.edu.au](mailto:admin@spencertechcollege.edu.au)

### Who needs to Register

Education Agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to an overseas student wishing to study at Spencer College must register as a Spencer College Education Agent.

### Before Applying

Before making an application, you should access and read the following information:

- The *Education Service for Overseas Students Act 2000* (ESOS Act), available at: [www.comlaw.gov.au/Series/C2004A00757](http://www.comlaw.gov.au/Series/C2004A00757)
- The *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (National Code), available at: [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)
- Spencer College website [www.spencertechcollege.edu.au](http://www.spencertechcollege.edu.au)

It is also recommended that you visit:

- The Department of Home Affairs (DHA) website [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) and
- The Australian Education International (AEI) [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

## Application

If you decide to apply to become a Spencer College Education Agent, you have to:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of three (3) academic referees
- Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), or an online Education Agent Training Course (EATC)
- Provide proof of business registration from your country
- Proof of any academic qualifications or professional recognition

All the above information **MUST** be in English or translated into English from a notary office in your country. Please send certified copies only as the application documents **CANNOT** be returned from this office.

## Sending your Application

The completed application, with attachments should be posted to:

Marketing Manager  
Spencer Technical College  
Level 4, 30 Herschel St  
Brisbane QLD 4000

Or

Send via email to: [admin@spencertechcollege.edu.au](mailto:admin@spencertechcollege.edu.au)

Spencer Technical College recommends that you keep a copy of the application for your file.

## Communication

Our Marketing Manager is required to keep your contact details on Spencer Technical College's database. In addition, the Marketing Manager will use your business phone, business address and email address to advise receipt of your application and for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated at all times. The Marketing Manager will **NOT** be responsible for any delays caused by business contact changes without proper notification.

## Assessment of Application

The standard processing time for an application is 3 to 4 weeks from the receipt of a completed application. If you do not provide all of the information required, your application may be delayed. The incomplete application will only be held by Spencer Technical College for up to 60 days, and if further information required has not been received within 60 days after the request has been sent, your application will lapse automatically without further notice. Please be advised that the Marketing Manager will not review your application again within 12 months.

If your application is approved, the Marketing Manager will:

- Send you the Education Agent Agreement for your signature.
- Request the signed Agreement to be sent back for processing.
- Once the signed Agreement is returned, a Certificate of Representation will be forwarded to you as evidence of registration.