



## Agent Application Form

### 1. COMPANY DETAILS

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Trading Name: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

Migration Agent Registration Authority Number (MARN) : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. MARKETING AND STUDENT SERVICES

How long has been your business been operating? \_\_\_\_\_

Number of international students recruited for study in Australia each year: \_\_\_\_\_

List of other institutions you are currently representing in Australia:

\_\_\_\_\_  
\_\_\_\_\_

List the courses you promote/enrol students into:

\_\_\_\_\_  
\_\_\_\_\_

List of countries you operate from:

\_\_\_\_\_  
\_\_\_\_\_

Services provided to students (Please check in appropriate circle) Student counselling

Visa Application

Pre-departure briefing



Follow up with parents

Other services (Please Specify): \_\_\_\_\_

Do you charge students additional fees for the above services?

Yes  No

How do you promote international education and how will you promote BRIGHTON INSTITUTE OF TECHNOLOGY?

\_\_\_\_\_  
\_\_\_\_\_

### 3. COMPLIANCE

Please circle YES or NO

- Have you and your staff completed the Education Agents Training Course which is available on [www.pieronline.org](http://www.pieronline.org)?  
YES / NO
- 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
- Do you regularly monitor the Department of Home affairs (DHA) website <https://www.homeaffairs.gov.au/> and the Department of Education website <https://www.education.gov.au/> YES / NO
- Do you understand the education agent code of ethics?  
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 Brighton Institute of Technology regarding the application procedure, course materials and to provide accurate information to students?  
YES / NO



## 4. REFEREES

Please indicate two educational institutions that you have referred students to within the last twelve (12) months.

### Institute 1

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Institute 2

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Agent Declaration:

I agree to the personal information being:

- Recorded in PRISMS. This may include my name, business email address, phone number and address;
- Accessed by the Australian Government Department of Education and Training, Department of Immigration and Border Protection and other Commonwealth agencies that access PRISMS;
- Used to administer or monitor compliance with the Commonwealth legislation e.g. Education Services for Overseas Students Act 2000, Migration Act 1958; and
- Disclosed by the Australian Government Department of Education and Training to other Australian Government entities (including, but not limited to ASQA and TEQSA), education institutions and publically. The Australian Government Department of Education and Training will share individual agents' performance publically as aggregated data (but will not identify agent – provider relationships). Agent-provider relationships will only be identified when data is shared with education providers and other Australian Government entities.

I also agree to personal information that Australian Government Department of Education and Training currently hold in PRISMS regarding myself and any other personal information that the department may collect in future being disclosed as described above.

Name of Applicant: \_\_\_\_\_

Signatures: \_\_\_\_\_ Date \_\_\_\_\_



## EDUCATION AGENT APPLICATION GUIDELINES

### BEFORE APPLYING YOU MUST ACCESS THE FOLLOWING INFORMATION AND READ IT

- Education Services for overseas Students (ESOS) Act 2000
- BIT Website
- National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students
- The Department of Home affairs (DHA)
- Website: <https://www.homeaffairs.gov.au/>
- The Department of Education
- Website: <https://www.education.gov.au/>

### APPLICATION

Please complete the form to the best of your ability along with the following documents:

- Company Profile
- Provide Supporting documents (Certificates etc.)
- Provide proof of business registration from your country
- Provide the contact details of two (2) referees

### SENDING YOUR APPLICATION

Send via email to: [jessie@bit.edu.au](mailto:jessie@bit.edu.au)

### APPLICATION PROCESS

The Standard processing time for an application is two weeks from the receipt of a complete application. Please do not Hesitate to contact our marketing department after the two week period is over to check on the outcome of your application. If your application is refused we will not review a new application for a minimum of 12 months.