



**AUSCANUS**  
INSTITUTE OF AUSTRALIA  
CRICOS: 04082J | RTO: 45202

DREAM. CHALLENGE. SUCCEED.

# Education Agents Application Form

## DOCUMENTS CHECKLIST

Please attach the following documents to support your application:

- Copy of business registration details
- A profile outlining your agency's services and credentials
- A proposed marketing plan of how you intend to recruit students for AIA (if applicable)
- A list of all sub-agents including the agency name, agency website, details of the term of their appointment, contact name and contact information (if applicable)

## Part A: Company Details and Background

Company/Business Name:

Trading Name (if different):

ABN/ACN (if Australian Company):  Business Registration (if overseas):

Name of Director/CEO:  Phone:

Business Address:  Postcode:

Country:  Years of Established:

Website:  Email:

Number of international offices:  Number of staff:

Locations of International Offices (if applicable):

Please describe your business activities:

+61 3 9945 8247 ABN: 99 600 920 116

agents@auscanus.edu.au

www.auscanus.edu.au

AUTHORISED BY: CEO, LAST REVIEWED: JULY 2023

## PART B: Director and Employee Details

### Person 1 (Director/CEO)

Name:  Position:

Qualifications and previous experience:

Membership of education agent professional bodies:

### Person 2 (Director/CEO/Employee)

Name:  Position:

Qualifications and previous experience:

### Person 3 (Director/CEO/Employee)

Name:  Position:

Qualifications and previous experience:

Do you have any employee/staff/contractor and/or sub-contractor including yourself, a registered migration agent?

YES  NO



If yes, please list them below with their Migration Agent Registration Number (MARN) details and email addresses.

MARN AGENT NAME	MARN EMAIL	MARN REGISTRATION NUMBER

### Part C: Potential Markets and Services to be Provided

What are your target markets?

What marketing strategies will you use to promote courses?

Please outline any support services that you offer prospective students.

Do you charge students any fee for your services ?  YES  NO

If yes, please provide details of the services and the relevant fee:

NAME OF SERVICE	FEE AMOUNT (IN AUD \$)



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## Part D: Agency Performance and Compliance

Are you representing any Australian institutions?  YES  NO

If yes, how many?  How many students have you referred in last 2 years?

Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?

YES  NO

Do you regularly monitor the Australian Department of Home Affairs (DHA) website and the Department of Education?

YES  NO

Are you willing to comply with the requirements of Auscanus Institute of Australia regarding advertising, course materials and application procedures, and provide accurate information to students?

YES  NO

Are you prepared to use the marketing materials provided by Auscanus Institute of Australia to promote our courses?

YES  NO

Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National code 2018 (please feel free to attach any additional information such as company flyers).

## PART E: References

Please provide details of at least 2 Australian education Institutes that we can contact for a reference.

**Institution 1 Name:**

Contact Person:  Position:

Phone Number:  Email Address:

**Institution 2 Name:**

Contact Person:  Position:

Phone Number:  Email Address:

## PART F: Declaration

In signing this agreement, you declare that

- 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.
- Auscanus Institute of Australia 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.

Print Name:

Position:

Date:

Signature:

<b>Agent's Stamp</b>
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**Please return this form along with supporting evidence to AIA. If you would like to provide any additional information to support your application, please attach a separate sheet and email all together to AIA Team for processing.**

**Privacy Statement:** All information collected, used or disclosed by Auscanus Institute of Australia (AIA) is confidential and is protected by the Privacy Act 1988 and other relevant legislation. AIA 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.



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