

For consideration to be appointed as certified Education Agent of St Peters International College (SPIC) and to assist the college in the selection of agents, please complete this form and return it by email to info@spic.qld.edu.au Our contact address is: Level 1, Short Street, Southport, Queensland - 4215, Australia. T.: +61 7 5635 1735 Note: Completion of this application form will not make you an agent of SPIC, but will enable the college to consider appointing you as such.

1. DETAILS OF THE AGENCY

Company Name	
Trading Name	
ABN	ACN
Address	
Phone /Mobile	
Email	
Website	

2. DIRECTORS/PARTNERS/PROPIETORS DETAILS

	Name 1	Name 2
	Position	Position
Years of experience		
Total number of employees		
Phone /Mobile		
Email		

3. LIST OF STAFF NAMES DIRECTLY INVOLVED IN COUNSELLING STUDENTS

	Name	Position
1		
2		
3		

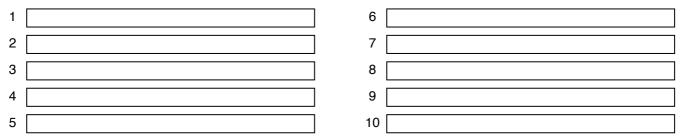


4. Are you a registered Migration Agent?

- Yes (Please provide your MARN number)
- 🗌 No

5. SUB AGENTS EMPLOYED (IF APPLICABLE ATTACHED FULL CONTACT DETAILS)

6. PLEASE MENTION THE LIST FO COUNTRIES



7. PLEASE EXPLAIN YOUR PLANS FOR RECRUITING STUDENTS TO SPIC

a.			
b.			
C.			

8. Number of students you estimate to recruit for SPIC over the next 12 months_____

9. Have you ever had a previous education agent agreement cancelled by a RTO? 🗌 Yes 📋 No

10. Please attach the following documents to your application:

- Business Registration Certificate
- Copy of your company profile



Samples of marketing material distributed by your agency (English and any other applicable languages)

11. PLEASE PROVIDE CONTACT DETAILS OF TWO REFEREES

(Preferably Australian education providers or alternatively, business referees) Please Note these referees will be contacted

Referee 1

RTO Name/College Name/Business Name	
Person Name and Position in the business	
Address	
Phone / Mobile	
Email	
Website	

Referee 2

RTO Name/College Name/Business Name	
Person Name and	
Position in the	
business	
Address	
Phone / Mobile	
Phone / Woblie	
Email	
Website	



12. AGENT DECLARATION

As a legal representative of the education agency, I agree that the information that I have provided herein to SPIC is true and correct at the time of submission. I understand that the SPIC will make an assessment of this organisation's ability to be engaged as an Education Agent based on the information that I have provided.

- I / We understand that submitting this 'Education Agent Application Form' to SPIC, does not grant or guarantee registration as an agent for recruiting international students. SPIC reserves the right to cease all business dealings with me / us if we mislead prospective students or misrepresent SPIC as authorised agents or representatives of SPIC.
- I / We prepared to enter into an agreement with SPIC.
- All the information provided above is true and accurate.
- I am interested in representing SPIC as an education agent and I agree to do so in an honest and professional manner as per the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2018).

https://www.legislation.gov.au/Details/F2017L01182 And the ESOS Act 2000 https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx

13. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

SPIC encourages all its agents to familiarise themselves with:

- The Australian Department of Home Affairs (DHA) website (www.homeaffairs.gov.au)
- The Australian Department of Education (www.education.gov.au)
- National Code of Practice 2018 for Registration Authorities and Providers of Education and Training to **Overseas Students**

(https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-St udents-ESOS-Legislative-Framework/National-Code/Pages/default.aspx)

Do you understand that students coming to Austr	ralia on a student	visa must have a primary	purpose of studying
and must study full time?	🗆 Yes	□ No	

Do you understand you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Department of Home Affairs website? Yes

Are you prepared to comply with	all requirements of \$	SPIC abo	ut advertising	course material,	application
procedures and providing informa	ation to students?	🗌 Yes			

Are you prepared only to use material supplied by SPIC to describe its courses? ☐ Yes □ No

Agent Signature:	Date:	
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Please send the signed agent application form along with your company profile to info@spic.gld.edu.au

14. FOR OFFICE USE ON	LY			
Application approved	🗆 Yes	🗆 No		
Any Comments on this A	pplication			
SPIC Delegate Name			Signature	
Version 3.0 August 2019			Date	