



# International Education Agent Application Form

Please take the time to answer the following questions so that we can better understand your business, and work with you more effectively.

**Legally registered name of company:** \_\_\_\_\_

**Head office**

<b>Address:</b>		<b>Telephone:</b>	
<b>Contact name:</b>		<b>Fax Number:</b>	
<b>Contact Title:</b>		<b>Email:</b>	
<b>Website:</b>			

**Please list all branch office details on a separate sheet and attach.**

**1. How did you hear about EQUALS?**

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

**2. What is the main focus of your business? (Mark with an x)**

<i>Educational Travel</i>	<i>for business/professionals</i>
<i>for adults</i>	<i>Holiday Travel</i>
<i>for teenagers</i>	<i>Other</i>
<i>for groups</i>	

**3. What are your professional affiliations or memberships relating to educational travel:**

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

**4. Year company incorporated/established:**

\_\_\_\_\_

**5. Please list the names, qualifications and credentials of all owners:**

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

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**6. Please list the names, qualifications and credentials of staff:**

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**7. Please list any other Institute/University/Educational Institute you are currently representing in Australia or other countries: *Please use separate sheets if necessary.***

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**8. Are there any judgments or orders against your organisation, or proceedings, applications for your winding up, dissolution, liquidation or cessation of its business?**

Yes                  No

**If yes in relation to any of these, please supply details below:**

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

**9. Are you aware of government regulations and do you possess current licenses required for operation as a student recruiter / education agent in your home country:**

Yes                  No



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**10. To which countries do you send students?**

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**11. How many students do you counsel and/or place each year? How many come to Australia?**

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**12. What services do you provide to students?**

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**13. What are your service charges to students?**

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**14. What are your refund policies with regard to cancellations by the student?**

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**15. What are your hours of operation/accessibility to students?**

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**16. What type of marketing and promotion do you undertake?**

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**17. Do you create your own publications, and if so what are the charges for advertising if any?**

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**18. Have you or your staff members ever visited Australia? Please describe your knowledge/experience of Australia and of Australian educational programs and systems.**

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**19. Please list details of three referees including the representing organisation, contact phone and email address, and the nature of your relationship.**

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2) 

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3) 

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**20. Are you willing to display EQUALS' logo and link to our website on your website?**

Yes                      No                      Unsure

**21. Please provide an estimate of the number of students you will expect to send to EQUALS in the upcoming year?**

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**22. With the cooperation of EQUALS, are you able and willing to organise and support EQUALS' special events and projects in the agent's country.**

Yes                      No                      Unsure

## 23. Understanding of and complying with ESOS requirements;

### 23.1 Are you prepared to regularly monitor:

The Australian Department of Home Affairs website (<https://www.homeaffairs.gov.au>)

Yes                      No

The Australian Department of Education (<https://www.education.gov.au/>) website?

Yes                      No

### 23.2 Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)?

Yes                      No

### 23.3 What do you think are the main responsibilities of Agents under the National Code?

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### 23.4 How will you comply with these obligations?

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### 23.5 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

### 23.6 Do you understand that you must not make any representations or offer any guarantees about achieving residential status in Australia, but that you can refer students to the Dept of Home Affairs website referred to above?

Yes                      No

### 23.7 Are you prepared to comply with all requirements of the EQUALS International Institute about advertising and course materials, application procedures and providing information to students?

Yes                      No



# International Education Agent Application Form

**Declaration:** I declare that the information contained in this application is true and correct.

**Agency Executive Officer  
or Delegate Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signed in the presence of:**

**Witness Signature:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_

**Witness Address:** \_\_\_\_\_

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**Please upload the completed questionnaire, along with an electronic copy of your business licenses and other evidence to the [Agent Portal](https://app.smartsheet.com/b/form/3dde18851a194a8998ae27f0d9409de4) (or type <https://app.smartsheet.com/b/form/3dde18851a194a8998ae27f0d9409de4>)**

## Office Use Only

Date Received: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Verified Application: Yes No Business Licence Received & Current: Yes No

### Checklist:

- Verified and validated referees (minimum of 2) – refer to F 787 Agent Reference Check Form Yes No
- The agent offers a well-designed and current website for students interested in studying English. Yes No
- The agent is able and willing to advertise its representation of EQUALS in print or other appropriate media on a regular basis. Yes No
- The agent has English-speaking staff able and willing to communicate on a regular basis with representatives of EQUALS. Yes No
- The agent is able and willing to conduct information sessions at agreed venues as organised by, or in cooperation with, the EQUALS International? Yes No
- The agent is able and willing to offer information seminars about EQUALS on a regular basis? Yes No
- The agent will translate certain information and promotional materials into local languages for events and projects organised by the agent or EQUALS? Yes No

Approved Agent? Yes No If Yes, Date Agency Agreement Sent : \_\_\_\_\_

## Monitoring Performance/Review:

Education Agent monitoring will occur at least annually or more frequently as required. The review process is performed by the CEO or their nominated delegate and where required, the Education Agent's delegate. The Agent will make every reasonable effort to comply with the review process.

The review process is consultative and requires the Agent to:

- Advise EQUALS of any changes to the information provided on this Questionnaire; and
- Verify their compliance with the requirements of the Agent Agreement; and
- Verify their adherence to the conditions of engagement as outlined below by return email or by initialling and returning the hard copy to the EQUALS delegate.

Acceptable performance monitoring strategies include:

- regular face-to-face meetings with agents onshore or offshore;
- telephone/teleconference meetings;
- regular reports from agents;
- surveys of students recruited by particular agents;
- surveys of parents of the students recruited by particular agents;
- performance benchmarks included in agreements;
- spot checks by providers, for example, to observe agents at work at education fairs; or
- surveys of agents.

## Conditions of Engagement:

Adherence to required legislation and guidelines, including;

- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students
- Guide for Providers of Education and Training Services to Overseas Students
- ESOS Act 2000 (and ESOS Amendment Act 2010) & ESOS Regulations 2001
- Standards for Registration to Deliver Education Services to Overseas Students
- Training and Skills Commission - Code of Practice – Overseas Students

EQUALS must not accept or continue to accept overseas students recruited by an agent, or authorise an agent to use PRISMS on their behalf, if they know, or reasonably suspect the agent to be:

Engaged in dishonest practices, including suggesting to overseas students that they come to Australia on a student visa with a primary purpose other than full-time study  
Facilitating the enrolment of overseas students who do not comply with the conditions of their student visas.  
Engaged in false or misleading advertising and recruitment practices.  
Using PRISMS to create eCoEs for other than bona fide students.