

AGENT APPLICATION FORM

Sydney Metropolitan Institute of Technology Pty Ltd (Sydney Met) welcomes your application to become our agent for student recruitment. Please complete all sections of this form. Applications will only be considered when ALL questions are completed, and all supporting documentations are supplied.

BUSINESS DETAILS

Company name	
Trading name (if different from above)	
Business registration number: [If in Australia, provide Australian Business Number (ABN) or Australian Company Number (ACN)]	
Place(s) of registration	
Business address (include postal & street address <i>if applicable</i>)	
Name of Company Director / Principal	
Main Contact Person	
Telephone	
Email	
Website	

INVOICING DETAILS

Invoicing details:	
Account name	
BSB	
Account number	
Bank name	
Swift code (if applicable)	
Invoicing contact person	
Email	
Telephone	

OFFICES / BRANCH DETAILS

Do you have additional offices/branches in Australia or overseas? Yes No

If yes, please provide details below:

OFFICES / BRANCH DETAILS		
1	Office/Branch name	
	Business address	
	Contact person	
	Telephone	
	Email	
2	Office/Branch name	
	Business address	
	Contact person	
	Telephone	
	Email	
3	Office/Branch name	
	Business address	
	Contact person	
	Telephone	
	Email	

EXPERIENCE & OTHER DETAILS

<p>How long have you been in business as an education agent? ___ years ___ months</p>
<p>Is your office involved in any other business activities other than student recruitment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details of the main three businesses below:</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
<p>Which three main Australian educational institutions do you currently represent?</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

How will you promote Sydney Met courses to students?

Brochures Education Agent website Student seminars Internet

Exhibitions Other (please specify)

Which **three** potential student markets (name of a country or region) do you wish to recruit students for SYDNEY MET?

1: _____

2: _____

3: _____

Which subject areas do you believe would be of interest to prospective students in your potential market?

1: _____

2: _____

3: _____

What is the most suitable time of the year to visit your office overseas to recruit students? (Please choose one)

Dec/ Jan Jun/ July Other ...

What services do you offer to students? (please tick more than one if applicable)

Admissions Visa Travel Accommodation Health Other

COMPLIANCE

Have you or any of your staff completed the Education Agent Training Course which is available on www.pieronline.org ?

Yes No If no, do you or your staff intend to complete the course?
Indicate date if possible:.....

Do you have good understanding of the requirements of the Australia law: *Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018* as an Education Agent?

Yes No Not sure

Please list the three main responsibilities of Education Agents under the National Code 2018?

Do you regularly monitor the Department of Home Affairs (DHA) website www.homeaffairs.gov.au and the Department of Education Skills and Employment website [https://www.dese.gov.au/international-education?](https://www.dese.gov.au/international-education)

<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that you must not make any guarantees about achieving permanent residential status in Australia, and that you can refer students to the DHA website referred to above? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to comply with the requirements of SYDNEY MET regarding advertising, course materials and application procedures, and provide accurate information to students? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing and prepared to use material supplied by SYDNEY MET to promote courses? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFREES

Please provide two referees we can contact			
Name		Name	
Position		Position	
Company		Company	
Address		Address	
Phone		Phone	
Mobile		Mobile	
Email		Email	

DECLARATION

I am interested in representing Sydney Metropolitan Institute of Technology Pty Ltd (Sydney Met) as an education agent and I agree to do so in an honest and professional manner.

I agree to:

- regularly monitor policies and changes to the policies as reported on the DHA website.
- regularly monitor policies and regulations and changes to these policies and regulations as reported on the Commonwealth Department of Education Website (education.gov.au).
- abide by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to adhere to the relevant Standards.
- ensure to implement all responsibilities of an agent as I understand education agent policy and procedures.
- becoming an education agent for Sydney Met that my details will be published on the Sydney Met web site and that the TEQSA may be notified of my details upon commencement of my agent's agreement.

Applicant's Name		Signature	
Applicant's Position		Date	
Company Stamp			

EDUCATION AGENT APPLICATION GUIDELINES

This application package is for Education Agents who have never been registered as a Sydney Met Education Agent, or; not been registered in the last 12 months.

Further Information

Visit Sydney Met website: www.sydneymet.edu.au for details. Alternatively, you can send an email to info@sydneymet.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 Sydney Met must register as a Sydney Met Education Agent.

Before Applying

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

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2018)
- Relevant policies and procedures of Sydney Met available at www.sydneymet.edu.au

It is also recommended that you visit:

- Department of Home Affairs (DHA) website www.homeaffairs.gov.au
- Department of Education, Skills and Employment website <https://www.dese.gov.au/>

Application

If you decide to apply to become a Sydney Met Education Agent, you must:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of two (2) academic referees
- Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), an online Education Agent Training Course (EATC)
- Provide proof of business registration (certified copies) from your country
- Proof of any academic qualifications or professional recognition
- Any other supporting documentation to assist in your application

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.

Communication

Our General Manager is required to keep your contact details on our database. In addition, the Officer will use your business phone, business address and email address to advise receipt of your application, for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated always. The General Manager will **NOT** be responsible for any delays caused by business changes without proper notification.

Application Assessment

The standard processing time for an application is about a week from the receipt of a completed application. If you do not provide all the information required, your application may be delayed. The uncompleted application will only be held by Sydney Met for up to 30 days, and if further information required has not been received within 30 days after the request has been sent, your application will lapse automatically without further notice. Please be advised that the Principal Executive Officer will not review your application again within 12 months.

If your application is approved, the General 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.

Please send you application to *(or contact if you need further information):*

General Manager

Sydney Metropolitan Institute of Technology Pty Ltd, *Trading as Sydney Met*
2 – 4 Marmaduke Street, Burwood, NSW 2134, Australia
Email: info@sydneymet.edu.au; Telephone: +61 2 9744 1356

We look forward to working with you.

Thank you