

INTERNATIONAL EDUCATION AGENT APPLICATION FORM

Please duly complete this form to apply to become an approved education agent for Victorian International Academy for the purpose of recruiting international students to study at VIA.

Your Agency Details	
What type of business is your agency?	
a sole proprietor <input type="checkbox"/>	Name of proprietor:
or a partnership <input type="checkbox"/>	Name of partners:
or an incorporated company <input type="checkbox"/>	Registered company name:
	Trading name (if applicable):
	Number of directors:
	Name of directors:
	Place of registration:
	Date of registration: Expiry date:
	Australian Business Number (ABN): (or equivalent registration number)
	MARA no.: QEAC no.:
Your Correspondence Details	
Street address:	Country:
Postal address:	Country:
Telephone:	Fax:
Email:	
Website:	
Your Main Contact Details	
Name of Chief Executive Officer/Director	Mr Mrs Miss Ms Dr
Given names:	Surname:
Name of your main contact officer:	Mr Mrs Miss/ Ms Dr
Given names:	Surname:
Direct telephone:	Mobile:
Fax:	Email:

Your Business Profile

How many offices / representative offices do you have & where are they located?

Are you a member of any agent association or professional industry body like AAERI (India) or ECAN (Nepal)? If yes, please attach copy of certificate.

Yes No

Are you a member of PIER? If yes, please attach copy of certificate.

Yes No

Name of the industry body (e.g. Education Agent Association)

Years of membership

Which courses are your clients most interested in? (Please tick relevant boxes)

General English University Foundation Undergraduate

Academic English Vocational Education Postgraduate

Other:

Which Australian education institutions do you currently represent?

Name of Institution	How many years have you represented this Institution?	Total number of students recruited for this Institution.

Which education institutions do you represent for countries other than Australia?

Name of Institution (Include country)	How many years have you represented this Institution?	Total number of students recruited for this Institution?

If appointed as an Agent for VIA, how many students will you aim to recruit in the first year?

State briefly how you plan to recruit students to the courses offered by VIA?

Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?

Yes No

Do you have appropriate knowledge and understanding of the International education system in Australia including the Australian International Education and Training Agent code of Ethics?

Yes No

How many years of experience do you have in Australian Education Sector?

Please provide a brief overview of marketing plan including strategies to be employed to ensure students recruited by the agent are genuine and meet entry and financial requirements.

Your References

Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.

Referee 1

Name:

Company :

Position:

Address:

Phone:

Email:

Referee 2

Name:

Company:

Position:

Address:

Phone:

Email:

Referee 3

Name:

Company:

Position:

Address:

Phone:

Email:

Declaration by the Agent

I declare that the information on this form and supporting documentations are true and correct. I authorise Victorian International Academy to contact my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with VIA in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for RTO. I am aware of the Agent's code of conduct and understand that the provision of incorrect information or documentation or the withholding of information or documentation relating to application may result in the termination of agreement.

Authorised Signature:

Date:

Name of the Officer :

Position:

Application Checklist

- Application form completed and signed
- Evidence of business registration attached
- Completed and signed Agent Agreement attached

Return completed application to:

Email: rtomanager@victorianacademy.com.au

Fax: +61

Post: 131 Johnston St, Melbourne VIC 3065

Office use only:

Referees checked by:	Agency approved: Yes No	Date:
Approved by:	Agreement signed: Yes No	Agent Code:
Comments:		