

SIIT EDUCATION AGENT APPLICATION FORM

Important note:

This document should be read in conjunction with the SIIT Education Agents Policy and Procedure. Agents interested in becoming an agent of TIS must prove that they have solid understanding of the following Acts, Codes, Standards and Code of Ethics.

1. ESOS Act 2000
2. Education Services for Overseas Students Regulations 2019
3. ESOS National Code 2018 Fact Sheet
4. Australian International Education and Training - Agent Code of Ethics.
5. Migration Act 1958,
6. Migration Regulations,
7. Australian Consumer Laws etc.

Part 1: Application Details

Registered Company Name			
ABN		ACN	
Trading Name (if applicable)			
Name of Proprietors or Directors:			
Years Established			
Registered Address			
Principal Contact Name:			
Qualifications held by the Contact Person:			
MARA Number (if applicable)		Education Agent Number (if applicable)	
Telephone:	Mobile Number:		
Fax:	Email:		
Website:			

Part 2: Questions

The following questions have been developed to enable us to complete the assessment of your application to become an agent for SIIT. Please answer the following questions and provide documented evidence where requested:

1. What services does your business provide?

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2. Are you a member of an agent’s association in your country or Australia? Provide details.

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3. Provide a list of your staff including their positions and interactions with potential students.

Name	Position

4. Please name at least 5 Australian Education Providers that you currently represent.

Name of the Education Provider	Name of Contact	Year from which you started to act as an agent.

5. What countries do you recruit students from?

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6. Please provide enrolments numbers that your agency has referred over the last few years.

How many students did you send to Australia last year	
How many students were sent to enrol in higher educational programs last year?	
How many students were sent to enrol in vocational educational programs last year?	

7. What is your estimate of the number of students your company could successfully refer to TIIS over the next 3 years?

Year(s)	Proposed Number of Application(s)
Year 1	
Year 2	
Year 3	

8. Has your company ever had its agreement terminated with any Registered Training Organisation or Higher Education Institution? If YES, provide details below.

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9. How do you ensure you and your staff keep up to date with the following legislations, standards, codes relevant to the International Education in Australia?

- ESOS Act 2000
- Education Services for Overseas Students Regulations 2018
- ESOS National Code 2018 Fact Sheet

- Australian International Education and Training - Agent Code of Ethics.
- Migration Act 1958,
- Migration Regulations,

10. Is your company affiliated with any other businesses (for example migration agents)?

Part 3: Referee

Please provide at least two (2) referees that we may contact to verify your business services, must be current education providers you deal with in Australia:

Name	Education Provider	Contact Phone	Email

Part 4: Applicant’s Declaration:

I, _____ confirm that the information provided in this application is true and accurate to the best of my knowledge. I authorize TIIS to contact my referees to collect information/details as required.

Name	
Signature	
Position:	
Date:	

Part 5: Documents

The following documents must be attached for your application to be processed.

Documents	Attached (Please tick.)
Agent application form	
Company business registration certificate	
MARA certificate (if applicable)	
PIER / QEAC Certificate	
Company profile (if applicable)	
Referee Details	
Copies of ID of the principal agent	

Upon completion, please send the documents back to SIIT on admin@siit.nsw.edu.au.

***Please note:** Incomplete application forms will not be taken into consideration.

Completion of this form does not result in automatic approval for appointment. Please, attach any relevant supporting documents as SIIT’ decision to offer an Agent Agreement will be based on the contents of this application form, the strategic alignment to market needs, the current representations in the region and reference checks.