

Education Agent Application Form

Thank you for your interest in becoming an education agent for our institution. Please follow the instructions carefully to complete your application and send it to info@brc.edu.au :

1. AGENCY DETAILS

Type of Business:	☐ Sole Proprietor ☐ Incorporated Company	☐ Partnership ☐ Not for Profit
Legal name		
Trading name		
Australian Company Number (ACN) (if applicable)		
Australian Business Number (ABN) (if applicable)		
Migration Agent Registration Authority Number (MARA)		
QAEC No.		
CEO Name:		
Head office address		
Postal address (If different from above)		
Contact No.		
E-mail		
Website Address		
Authorised Contact Person Name:		
Job Title/ Position		

2. BUSINESS BACKGROUND

Highlight any experience working with international students or promoting educational programs.
How long has your business been operating?

Number of international students recruited to study in Australia each year.
List of 5 other educational institutions you are currently representing in Australia.
List of top 5 courses you promote/enrol students into.
List of countries you operate from.
Services and support provided to students (Please check in appropriate box) ☐ Student counselling briefing ☐ Visa Application ☐ Pre-departure ☐ Follow up with parents Other, please specify _____
Do you charge (or intend to charge) students / applicants any fee or commission for processing their application? If yes, please give details of how much you charge and for what service.
State briefly how you plan to recruit students to the courses offered by Blue Ridge College (BRC)?

3. Referees

Please provide the name of two professional referees who may be contacted if your Agency is selected. At least one referee must be from an Australian Education Institute (If Applicable).	
Referee 1	
Company Name	
Contact Person Name	

Contact Person Position/Title	
Email Address	
Phone Number	
Referee 2	
Company Name	
Contact Person Name	
Contact Person Position/Title	
Email Address	
Phone Number	

4. COMPLIANCE REQUIREMENT

Please provide explanation, how you comply with Standard 4 of National Code 2018 on Education Agents.

Please provide your response in with reference to your responsibilities as an education agent. For more detail on standard please click on following link (Standard 4 of The National Codes 2018) (Attach a separate sheet if you need to provide more information):

Please select YES or NO

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code as an Education Agent?	☐ Yes ☐ No
Do you regularly monitor the Department of Home affairs (DHA) website https://www.homeaffairs.gov.au/ and the Department of Education website https://www.education.gov.au/	☐ Yes ☐ No
Do you understand the education agent code of ethics? Australian International Education and Training - Agent Code of Ethics.pdf	☐ Yes ☐ 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?	☐ Yes ☐ No
Are you prepared to comply with the requirements of BRC regarding the application procedure, course materials and to provide accurate information to students?	☐ Yes ☐ No
Are you going to use BRC marketing material to promote courses offered by BRC?	☐ Yes ☐ No

5. AGENT DECLARATION

I understand and agree to my/ business's information being:

- Recorded in PRISMS, ASQAnet and BRC's Website. This may include my name/business name, business email address, phone number and physical address. It may also include the name, email address, phone number and address of individual staff members who recommend students on your behalf
- Accessed by the Australian Government, Department of Education, Department of Home Affairs and other Commonwealth agencies that access PRISMS
- Used to administer or monitor compliance with the Commonwealth legislation e.g., Education Services for Overseas Students Act 2000, Migration Act 1958

I understand that BRC expect us to market their courses with integrity and accuracy as outlined in the National Code 2018 (National Code of Practice for Providers of Education and Training to Overseas Students 2018) and ESOS (Education Services for Overseas Students Act) 2000. I confirm that I have read and understood this Act.

I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise BRC to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with the RTO in accordance with National Code 2018.

Name of the Representative:		Position:	
Authorised Signature:		Date:	

Office use only:

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

EDUCATION AGENT APPLICATION GUIDELINES

BEFORE APPLYING YOU MUST ACCESS THE FOLLOWING INFORMATION AND READ IT

- Education Services for overseas Students (ESOS) Act 2000
- Blue Ridge College's Website
- National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students
- The Department of Home affairs (DHA)
- Website: <https://www.homeaffairs.gov.au/>
- The Department of Education
- Website: <https://www.education.gov.au/>

APPLICATION

Please complete the form to the best of your ability along with the following documents:

- Company Profile
- Provide Supporting documents (Certificates etc.)
- Provide proof of business registration from your country
- Provide the contact details of two (2) referees

SENDING YOUR APPLICATION

Send via email to: info@brc.edu.au

APPLICATION PROCESS

The Standard processing time for an application is two weeks from the receipt of a complete application. Please do not hesitate to contact our marketing department after the two-weeks period is over to check on the outcome of your application.

If your application is refused, we will not review a new application for a minimum of 12 months.