

Education Agent Application Form

Company details

Legal Name:	_____
Trading Name:	_____
Company Registration number:	_____
Name of directors/s	_____
Established year:	_____
Office Address:	_____
Primary email address:	_____
Secondary email address:	_____
Contact number:	_____
Website	_____

Business Profile

How long has the company operated as an education recruitment agency?	_____
Is the company affiliated with any other business (for example, migration)?	_____
Do you have sub agent? (onshore & offshore)	_____
Which is your target country to recruit student?	_____
Primary country: _____	Secondary country: _____
How many staff does your company employ?	_____

Student recruitment

Which course you are promoting in your region?

Academic English
 Vocational education
 Undergraduate
 Postgraduate

List institute you are representing in Australia and number of students recruited in the last 2 years

Institute	Number of students
1. _____	_____
2. _____	_____
3. _____	_____

How many students you can recruit in the next six months in Thames International College? _____

Referee details (Please provide two referees **must be from Australian education providers.**)

Referee 1	
Company name	
Contact person name	
Contact person position	
Phone number	
Email address	

Referee 2	
Company name	
Contact person name	
Contact person position	
Phone number	
Email address	

Bank Details

Please provide correct bank details where Thames International College can deposit commission or another fee.

Bank Name:	
Bank Address:	
Account holder name:	
Account holder Address	
Account Type:	
BSB No	
Account number:	
SWIFT code:	

Privacy Notice

- Thames International College is required to collect education agents' personal information. This may be shared with the Australian Government as required for the purposes of:
- promoting compliance with the ESOS Act and the National Code.
- assisting with the regulation of Agents.
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- facilitating the monitoring and control of immigration.

Information about education agents can also be accessed by all registered providers through PRISMS and includes:

- the outcome of the enrolments
- the percentage of completed CoEs by the education agent.
- the number of CoEs created with the education agent's involvement against the total number of CoEs created for the provider.

Education Agent Declaration

- I declare that the information provided is true and correct.
- I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.
- I understand my responsibilities as an education agent under the National Code 2018 Standard 4 and have a good understanding of the international education system in Australia, including the International Education and Training Code of Ethics.

Name of education agent representative	
Education agent representative position	
Signature	

Documents checklist

- Agent application form (Must be signed)
- Business registration certificate.
- Business profile
- QAEC/MARA certificate

Please return this form along with above listed documents to:
 Thames International College,
 118 Walker Street, North Sydney, NSW 2060
 or email the signed copy to: marketing@thames.edu.au

Office Use Only
Authorized Person Name:
Documents checked: Yes () No ()
Approved: Yes () No ()
Signature: