



Durban International College
Level 4, 38 Currie Street
Adelaide SA 5000
Ph.: 08 8410 7900
Cricos Provider No. 02915G
National Provider No. 40268
www.durban.sa.edu.au

Education Agent Application Form

COMPANY DETAILS

Company Name:

Company Registration Number:

Date of Registration:

Address:

Telephone:

Fax:

E-mail:

COMPANY BACKGROUND

Description of core business and whether recruitment of students is the main component of your business?

Number of years in business as a student Education Agent:

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Number of students referred to Australian education Institutions, and the type of courses enrolled in over the last three years:

Are there any judgments or orders against your company, or proceedings, applications for its winding up, dissolution, liquidation, or cessation of its business? Yes No

If 'Yes' Provide details

CONTACT PERSON DETAILS

Title: Mr Mrs Ms Miss

Given Name	
Surname	
Date of Birth	
Mobile	
Contact Person Position:	
Telephone:	
Fax:	
E-mail:	

Please list the services you provide or intend providing to students:

Do you charge students any service fees? Yes No

If 'Yes' Provide details of charges for what service?

Which country/s will most of your student referrals originate from?

Please provide the names of three referees of which two must be from the education sector:

	Referee 1	Referee 2	Referee 3
Name:			
Organisation:			
Position:			
City:			
Telephone:			
Facsimile:			
Email:			

COMPLIANCE QUESTIONNAIRE

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

Please List the main responsibilities of Education Agents under the National code? How will you comply with these obligations?

Do you regularly monitor the Department of Home Affairs (DHA) website www.homeaffairs.gov.au and the Department of Education website www.education.gov.au?

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 Durban International College regarding advertising, course materials and application procedures, and provide accurate information to students?

Yes No

Are you prepared to use material supplied by Durban International College to promote our courses?

Yes No

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Which are your major target markets? Please describe any strengths you have in these regions?

What do you believe is the most effective marketing strategy to employ in your particular region or market?

What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

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AGENT OBLIGATIONS & AGENT DECLARATION

I agree to and declare that I will:

- Adhere to Education Services for Overseas Students (ESOS) Act 2000
- Regularly monitor policies and changes to the policies as reported on the DHA (Department of Home Affairs) website
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Department of Education website.
- Adhere to 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.
- I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories which I have nominated, and understand that I must notify Durban International College if any changes occur in the registration status of my agency.
- I confirm that the answers and details provided are true and accurate to the best of my knowledge and I authorize you to approach referees to collect any information/details as you may request from time to time.
- I comply with Durban International College requirements for advertising, application procedures, and providing course material and other information to students.
- I use only those materials supplied by Durban International College to describe the Institute and its courses.

Signed on behalf of the prospective agent:

Name		Signature	
Position		Date	

Company Common Seal or Stamp:

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What happens from here?

Your application will be assessed and your referees will be contacted. This process may take 2-3 weeks. If your application is successful we will forward you a copy of the **International Education Agent Agreement** for the recruitment of overseas students for the Durban International College for your signature.

Privacy Disclaimer:

DURBAN is collecting the information on this form to inform the approving officer and assist in decision making. Only authorized DURBAN officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorized or required by law.

Completing this application does not grant your organisation with agency status, and that agency status may be granted only after the application has been assessed.

Checklist:

- Company's profile attached
- Any Professional memberships certificates
- Business Registration Number (ABN) (if located in Australia)
- Business Registration Certificate
- All information provided and all sections completed
- Declaration signed and dated
- References provided

Office Use Only:

Date application received:

Application Accepted: Yes No

IF NO Please Provide reasons for rejection of the application:

STAFF Name:

Staff Signature:

DATE:

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