



Education Agent Application Form: John Paul College / John Paul International College

This application is for Education Agents who have:

- Never been registered as an Education Agent with the College
- Not completed an Agent Annual Review or been registered as an Agent with the College in the last twelve months.

We recommend that you read and understand the following:

- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [National Code of Practice for Providers of Education to Overseas Students 2018.](#)
- Australian International Education and Training Agent Code of Ethics

Application Instructions:

1. Please complete ALL questions. Incomplete applications will not be assessed.
2. Only complete applications will be accepted and must include all required documentation as per Checklist. Email the completed application document, with attachments to agents@jpc.qld.edu.au
3. The standard processing time for an application is three to four weeks from receipt of a completed application (including documentation). If you do not provide all information requested in the Checklist, your application will be delayed. The incomplete application will only be held by the College for up to 60 days, and if further information required has not been received within 60 days after the request has been sent, your application will automatically lapse without further notice.

Checklist

Please include ALL the documentation listed below to support your application (tick appropriate box):

- Completed application form, answering ALL questions.
- Certified copy of Business Registration.
- Company profile detailing:
 - The year your company first started operating as an education agent?
 - Number of staff/counsellors
 - Services provided
 - Your company's experience in representing overseas education institutions
- Applicants from the People's Republic of China must provide evidence that they hold a license to act as a registered agent, or that they have a contract with a registered licence holder.
- Copy of Qualified Education Agent Counsellor Certificate from PIER (Professional International Education Resources) or equivalent online Education Agent Training Course (EATC).
- Provide proof of any academic qualifications or professional recognition.
- Provide a separate list of your offices and include relevant contact details (address, contact person, email, phone number)
- Please provide details of any overseas agents/partners with whom you work, if you are an Australian registered company.
- Provide two education provider referees from institutions in Australia / New Zealand (including full name, name of institution and email address) with whom you have enrolled students in the last two years.
- All information **MUST** be in English or translated into English from a notary office in your country. Please send certified copies only.





1. BUSINESS REGISTRATION

1.1 Primary Business Details

Registered company name:

Trading name (if different):

Business Registration Number (if in Australia, provide ABN or ACN):

Business Address (include State/Region, Country, Post Code):

Telephone:

Fax:

Email:

Website:

1.2 Sub-Branches

Do you have multiple office locations?

YES NO

If YES, please provide a separate list of your offices and include relevant contact details (address, contact person, email, phone).

1.3 Working with offshore agents/partners

If you are an Australian registered company, do you have any agreements with agents/partners in other countries? YES

NO

If YES, please provide a list of any overseas agents/partners with whom you work (i.e. which agents and which countries?)

2. KEY CONTACTS

2.1 Key contact for contracts/confidential business matters (e.g. CEO/Managing Director):

Title (Mr, Mrs, Ms, Miss etc):

Family Name:

Given name(s):

Position:

Email:

2.2 Key contact for student matters:

Title (Mr, Mrs, Ms, Miss etc):

Family Name:

Given name(s):

Position:

Email:





3. BUSINESS SERVICES

3.1 Student Services

Please indicate the services provided to students:

- Student counselling Assistance with application process Pre-departure briefing
 Post admission services Please list any other services provided to students:

- Visa application - Have you had any student visa applications refused? YES NO

4. EXPERIENCE AND PERFORMANCE

- Has the business previously operated under a different trading name? YES NO

If Yes, please provide the previous business name:

- Are you accredited to act as an education agent in your country? YES NO

NOTE: Applicants from the People's Republic of China must provide evidence that they hold a license to act as a registered agent, or that they have a contract with a registered licence holder).

Number of international students the primary business has recruited to Australian education institutions in the past three years? _____

Provide a breakdown of students per sector in the past three years:

Primary/Secondary School: ____ ELICOS (English): ____ University/TAFE: ____ Foundation Studies: ____

Education agents are strongly encouraged to complete industry-recommended training courses. Have your counsellors/staff responsible for the Australian Schools sector completed the Professional International Education Resources (PIER) training, or equivalent online Education Agent Training Course? YES NO

What training and educational qualifications do you or your staff have in relation to the role of an education agent?

- Qualified Education Agent Counsellors Qualified Migration Agent
 Certificate of accrediting body membership others (provide details):

4. REFEREES

Please provide two referees from the education sector in Australia / New Zealand with whom you have an active working relationship and where you have enrolled students in the last two years (include full name, name of institution and email address).

Name of Contact Person:	Position:
Name of Institution:	Email:
Name of Contact Person:	Position:
Name of Institution:	Email:





5. DECLARATION

I/we declare that:

- the answers and information provided in this application are complete and accurate and that all information pertinent to this application has been fully disclosed;
- I/we have read and understand all relevant laws and regulations of Australia pertaining to consumer protection and have a knowledge and understanding of the requirements and obligations under the *Education Services for Overseas (ESOS) Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*;
- I/we confirm that I/we have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories that I/we have nominated and understand that I/we must notify the College if any changes occur in the registration status of my/our agency;
- I am/we are aware that the College will conduct a due diligence check and is under no obligation to approve my/our application;
- I/we authorise the College to contact referees to collect any information or details as required;
- if accredited, I/we agree to abide by the provisions of the National Code 2018;
- any conflict of interest or perceived conflict of interest will be handled in an appropriate manner in accordance with ESOS requirements;
- I/we agree to comply with the requirements of the College regarding advertising, course materials and application procedures, and provide accurate information to students.

Applicant Name:

Applicant's title:

Applicant Signature: **Date:** .../.../.....

Office use only	
Date received:	Database entry:
Approved/not approved:	ID No:
Agreement emailed:	Signed Agreement received:
Agreement, Certificate, Agent Handbook sent:	

