



**A - COMPANY DETAILS**

Company / Business Name:

Trading Name (if different from Company name):

Company / Business Registration Number:

Years Established:

Number of staff:

Name of Director / CEO:

Place/s of registration:

Business Address (include state/region and country):

Phone:

Email:

Website:

Do you have additional offices/branches?  Yes (if yes, please provide details below)  No

1

Place/s of registration:

Business address and contact:

2

Place/s of registration:

Business address and contact:

3

Place/s of registration:

Business address and contact:

**B - BUSINESS BACKGROUND AND HISTORY**

How long have you been in business as an education agent? \_\_\_\_ years \_\_\_\_ months

How many Australian education institutions are you currently representing?

How many students have you referred to Australian educational institutions in the past 2 years?

School: \_\_\_\_ ELICOS: \_\_\_\_ University: \_\_\_\_ TAFE: \_\_\_\_

Name up to three destination countries that the majority of your students come from:

How many students do you expect to send to Wentworth Institute of Higher Education each year?



**C - MARKETING AND PROMOTIONAL ACTIVITIES**

How do you propose to promote Wentworth Institute of Higher Education?

- Brochures    Your Agent website    Internet    Exhibitions    Student seminars    Others

Please indicate the services that you can provide to students and Wentworth Institute of Higher Education:

- |   |  |
|---|--|
| <input type="checkbox"/> Student counselling                      | <input type="checkbox"/> Assistance with 'settling in'         |
| <input type="checkbox"/> Assistance with student application form | <input type="checkbox"/> Arrangement of homestay accommodation |
| <input type="checkbox"/> Assistance with visa application         | <input type="checkbox"/> OSHC                                  |
| <input type="checkbox"/> English Placement Test                   | <input type="checkbox"/> Ongoing support services              |
| <input type="checkbox"/> Interpreting                             | <input type="checkbox"/> Other (please specify): _____         |

Do you charge students any fees for your services?

- Yes (If YES, please provide details of the services and relevant fee for each) \_\_\_\_\_  No

Please list out the reasons why you believe students choose your services:

**D - AGENCY COMPLIANCE**

Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code 2018. Please attach additional information such as company flyers etc. if required.

Have you or any of your staff completed the Education Agents Training Course (EATC) available through [www.pieronline.org](http://www.pieronline.org)?

- Yes (If YES, please list who has completed the course.) \_\_\_\_\_  No

Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?  Yes  No

Do you regularly monitor the Department of Home Affairs (DHA) website ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)) and the Department of Education?  Yes  No

Are you willing to comply with the requirements of Wentworth Institute of Higher Education regarding advertising, course materials and application procedures, and provide accurate information to students?  Yes  No

Are you prepared to use the marketing materials provided by Wentworth Institute of Higher Education to promote our courses?

- Yes  No

**E - ADDITIONAL INFORMATION**

Please provide any other information that you think will support your application.

**F - REFERENCES**

Please provide details of at least 2 Australian educational institutes that we can contact for a reference.

|   |                                   |           |
|---|-----------------------------------|-----------|
| 1 | Name of Institution:              |           |
|   | Contact Person:                   | Position: |
|   | Telephone (including area codes): |           |
|   | Email:                            |           |
| 2 | Name of Institution:              |           |
|   | Contact Person:                   | Position: |
|   | Telephone (including area codes): |           |
|   | Email:                            |           |

**G - DECLARATION**

In signing this agreement, you declare that

- You have read and understood the extract from the ESOS Act 2000 and National Code 2018 Obligations of Agents.
- The answers and details provided in this application are true, accurate and complete.
- Wentworth Institute of Higher Education is authorised to contact the referees listed to collect information about my conduct and services.
- You acknowledge and agree to the privacy statement provided below.

**Privacy Statement:** All information collected, used or disclosed by Wentworth Institute of Higher Education is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Wentworth Institute of Higher Education policy is outlined in the Information Privacy Policy available from our website [www.win.edu.au](http://www.win.edu.au). Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

|              |                      |      |                      |
|--------------|----------------------|------|----------------------|
| Printed Name | <input type="text"/> |      |                      |
| Signature    | <input type="text"/> | Date | <input type="text"/> |