

# EDUCATION AGENT APPLICATION FORM

Thank you for considering Australian Institute of Career Education (AICE) as a potential business associate. If you decide to apply to become a registered Australian Institute of Career Education (AICE) agent, please:

- complete all questions in this application form
- provide proof of business registration from your country such as a certified copy of business registration
- Send the application form and supporting documents to

Email: [info@alice.edu.au](mailto:info@alice.edu.au)

- All of the above information must be in English or translated into English from a notary office or Justice of the Peace in your country.
- Please send the certified copies only as Australian Institute of Career Education (AICE) will retain all documents submitted with this application
- Remember to keep a copy of this application for your files

## **Agent obligations**

Before making an application, you should be familiar with the following:

- Education Service for Overseas Student Act 2000
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student (The National Code 2018)
- Australian Institute of Career Education (AICE) website

It is also recommended that you visit:

- The Australian Government Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- The Australian Government Department of Education, Skills and Employment website (<https://internationaleducation.gov.au/>)

## **Ongoing communication**

Australian Institute of Career Education (AICE) is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. Australian Institute of Career Education (AICE) will also display your contact details on the Australian Institute of Career Education (AICE) website for the benefit of prospective students seeking to find an education agent.

## Change of Contact Information

- Please keep your business contact details updated at all times.
- Australian Institute of Career Education (AICE) cannot be responsible for any delays caused by business contact changes without proper notification.
- To update your business contact, please contact Australian Institute of Career Education (AICE) staff.

## Application Assessment and Outcome

The standard processing time for an application is 4 to 6 weeks from the receipt of a complete application. If you do not provide all of the information required or provided only partial information, your application may be delayed.

Incomplete applications will only be held by Australian Institute of Career Education (AICE) for 60 days from the date of advising that the application requires further information. After 60 days your application will be securely discarded.

If your application is approved, Australian Institute of Career Education (AICE) will:

- send you a certificate as evidence of registration, and
- send you two copies of an Education Agents Agreement for your signature.

(You will be requested to retain a copy for your records and send the other to Australian Institute of Career Education (AICE))

If your application is not approved, Australian Institute of Career Education (AICE) will:

- send you a letter via email advising of this outcome and securely discard your original application.



### Agent Company Details

Agent name:	
Business trading name:	
Business registration number:	
Business registration authority:	
Postal address:	
Postcode:	
Country:	
Business address (if not the same as postal address):	
Postcode:	
Country:	
Telephone contact phone (1):	
Telephone contact phone (2):	
Fax:	
Email address:	
Number of years in operation:	
Number of staff/counsellors:	

Please describe your major business activities:	
Please provide details of any membership of professional associations:	
Please detail any specific international recruitment training undertaken:	

### Performance

Number of overseas students you have placed in the last 3 years:	Number		
	High School/ELICOS Course	Vocational Course	University Course
Source country:			
Source country:			
Source country:			



### Details of Key Directors and Employee/s:

Name:	
Position:	
Background, qualifications and previous experience:	

Name:	
Position:	
Background, qualifications and previous experience:	

Name:	
Position:	
Background, qualifications and previous experience:	

Name:	
Position:	
Background, qualifications and previous experience:	

Please list any other Institute, University or Educational institution you have represented or currently represent in Australia or another country:	
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### Understanding of and Complying with ESOS requirements

Do you regularly monitor:	Yes / No
• The Australian Government Department of Home Affairs Website <a href="https://immi.homeaffairs.gov.au/">https://immi.homeaffairs.gov.au/</a>	Yes / No
• Department of Education and Training Website	Yes / No
How could you provide evidence that 'Yes' you do?	



Have you read and do you understand the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2018)?	Yes / No
Please list the main responsibilities of Agents under the National Code:	
Please detail how will you comply with these obligations:	
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
Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Home Affairs website referred to above?	Yes / No
Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students?	Yes / No
Are you prepared only to use material supplied by Australian Institute of Career Education (AICE) to describe the organisation and its courses?	Yes / No

### Description of Potential Market

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice:	
Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.):	
Which subject areas do you believe would be of interest to prospective students in your region or area? Why?	
Please outline the support services you can offer to students:	
What do you believe is the most effective marketing strategy to employ in your area, region or market?	



# Australian Institute OF CAREER EDUCATION

RTO CODE: 52359 | CRICOS CODE: 04298M  
A subsidiary of St Jude's Health Care Services

**Australian Institute of Career Education (AICE)**

RTO Code: 52359 CRICOS Code: 04298M

'Mezzanine Level' 109 St Georges Terrace

Perth, WA 6000

Tel: 08 6373 2425 | [info@alice.edu.au](mailto:info@alice.edu.au)

<https://www.alice.edu.au>

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?	
Please use the space provided below to include any other information you consider to be of importance to this application:	

## References

Provide contact details of THREE (3) Australian education or training providers, not related to you, who can verify your track record and your company's financial standing:

Institution Name:	
Contact Name/Position:	
Telephone:	
Email:	

Institution Name:	
Contact Name/Position:	
Telephone:	
Email:	

Institution Name:	
Contact Name/Position:	
Telephone:	
Email:	

<b>Proposed Agreement</b>	
Are you prepared to enter into an Agreement with Australian Institute of Career Education (AICE) in accordance with International Education Agent Agreement? <span style="float: right;">Yes / No</span>	
<b>Signed by:</b> _____	<b>Date:</b> _____
<b>Print name:</b> _____	



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Office Use Only	Yes	No	Comment
Business profile / Certificate Number (Offshore)	<input type="checkbox"/>	<input type="checkbox"/>	
ABN/ACN details	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of MARA Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of Qualified Education Agent Counsellor (QEAC)	<input type="checkbox"/>	<input type="checkbox"/>	
PRISMS registration and contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Authorised Staff	Date		Signature