



Education Agent Application Form

Melbourne Education Institute (MEI) RTO Code: 45054 CRICOS Code: 03673A
Education Agent Details and Background
Company / Business Name:
Trading name (if different from Company name)
ABN:
Migration Agency Number (if applicable):
Years Trading as Education Agent:
Name of Director/ CEO:
Town and Country of Company/ Business Registration:
Business Address:
Phone:
Email:
Website:
Please describe your business activities:
Number of staff:
Number of international offices:
Locations of International Offices:
Key Staff (with whom we will communicate)
Person 1
Name:
Position:
Comments:
Person 2
Name:



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Position:
Comments:
Person 3
Name:
Position:
Comments:
Potential Markets and Services to be Provided
What are your target markets?
What marketing strategies will you use to promote our courses?
Please outline any support services that you offer prospective students.
Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each.
Agency Performance and Compliance
How many Australian education institutions are you currently representing?
How many students have you referred to Australian educational institutions in the past 2 years?



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Please briefly outline how you and your organization 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?

☐ Yes ☐ No

If YES, please list who has completed the course.

Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?

☐ Yes ☐ No

Do you regularly monitor the Australian Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au) and the Department of Education

☐ Yes ☐ No

Are you willing to comply with the requirements of our RTO 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 our RTO to promote our courses?

☐ Yes ☐ No

Additional Information

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

References (These may be provided if required by our RTO)

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



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Institution 1
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Institution 2
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Declaration
<p>In signing this agreement, you declare that:</p> <ul style="list-style-type: none">You have read and understood the extract from the ESOS Act 2000 Obligations of Agents.The answers and details provided in this application are true, accurate and complete.Melbourne Education Institute (MEI) is authorized to contact the referees listed to collect information about my conduct and services.You acknowledge and agree to the privacy statement provided below. <p>Privacy Statement: All information collected, used or disclosed by Melbourne Education Institute (MEI) is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Melbourne Education Institute (MEI) policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.</p>
Signature: _____ Date: _____
Printed Name: _____

Please return this form along with a copy of your current business profile to Melbourne Education Institute (MEI) at the below email address.

Email: admin@mei.edu.au