

Overseas Representative Agent Application

Company Background

General Information

Company Name: _____

Business Address: _____

Telephone: _____ Mobile: _____

Email: _____

Website: _____

Other Information

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

If yes, in relation to any of the above, please supply details: _____

Description

Describe Your Major Business Activities: _____

Number of years in Existence: _____

Number of staffs/counselors: _____

Information related to Business

Number of students referred to Australian Educational Institutions over the past 3years:

High School and Elicos

TAFE

Undergraduate

Post-Graduate

Details of key Directors or Employees

Name: _____

Position: _____

Telephone: _____

Email: _____

Name: _____

Position: _____

Telephone: _____

Email: _____

Name: _____

Position: _____

Telephone: _____

Email: _____

Understanding of and Complying with ESOS requirements

Are you prepared to monitor The Australian Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au)?

Yes No

Are you prepared to monitor The Australian Department of Education and Training and Youth Affairs website (www.aei.dest.gov.au AEI/ESOS)?

Yes No

Have you read the National Code of Practices for Registration Authorities and Providers Education and Training to Overseas Students(the National Code)?

Yes No

As our authorized agent, we are responsible for your actions in marketing our courses and therefore we expect you to market them with integrity and accuracy as outlined in the National Code of Practices 2007 (For Registration Authorities and Providers of Education and Training to Overseas Students) and ESOS (Education Services for Overseas Students Act) 2000. Details can be found on www.aei.dest.gov.au/ESOS. Please confirm that you have read and understood this Act.

Yes No

Do you understand that students coming to Australia on Students 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 Department of Immigration and Citizenship (DIAC) website?

Yes No

Are you prepared to comply with all the requirements of the College about advertising and course material, application procedures and providing information to students?

Yes No

Are you prepared to use material supplied by the College to describe the College and its course?

Yes No

Do you have (e-visa) facility for assessment level 2-4 applicants? (*integrated lodgement of students visa application is available to the citizens who are resident in their country at the time of application from the following countries - People Republic of China, India, Indonesia, Thailand*)

Yes No

Do you hold any of the following certificates? (*Please attach copies*)

ISANA

MARA/QEAC

AEERI Membership
(only applicable to Indian agents)

Marketing Information

From which geographical area(s) will your potential market come? _____

Please describe any strength that you have in these regions: _____

How would you distinguishably promote The Ashmark Institute of Australia apart from other institutes you represent? _____

Which subject area do you believe would be of interest to prospective students in your region or area? _____

How many students do you think you will be able to recruit for Ashmark in the first year? _____

Proposal

Services Information

- Student counseling Pre-departure briefing
- Follow up with family Visa Application
- Airport Pickup Others:

Additional Fee Information

Please provide detail of any fees you will charge to students in addition to the published Ashmark Fees and Charges: *(please provide an explanation and the amount in AUD)*

Other Information

How do you promote International Education and how would you promote The Ashmark Institute of Australia?

List most popular courses you promote now:

Training and Referees

Training Information

What training have you or your staff undertaken in regard to international recruitment?

Existing number of staff and the details of staff that are Qualified Education Agent Counselors (QEAC) for Australia:

Detail membership of any professional association:

Referees Information

Referee 1:

Name: _____ Position: _____

Organisation: _____

City: _____

Telephone: _____

Email: _____

Referee 2:

Name: _____ Position: _____

Organisation: _____

City: _____

Telephone: _____

Email: _____

Checklist and Declaration

Checklist

- Answered all questions in this application
- Check that referee from the Industry have been provided (if available)
It is understood that providing Industry referees may not be possible if you are just starting your business.
- Proof of business registration provided
- Supporting documents are certified copies
- Understand ESOS requirements
- Signature provided
- Marketing Proposal

Representative Agent Declaration

I, _____ (print name) a legal representative of _____ (Organization name), agree that the information that I have provided herein is true and correct at the time of submission. I understand that Ashmark will make an assessment of this organization's ability to be engaged as an Representative Agent based on the information and I have provided and accepted the following Education Agent Code of Conduct.

Representative Agent Code of Conduct

- The Representative agent has complete understanding of their obligations to comply with the National Code 2007 under the provisions of ESOS ACT 2000 and further, the Representative Agent undertakes to ensure that they and any of their staff are fully informed of any changes to the National Code of Practices as they may occur from time to time.
- The Representative Agent undertakes to ensure that the requirement of students is conducted at all times in an ethical and responsible manner and consistent with the requirements of the relevant course or curriculum as detailed in materials published by Ashmark.
- The Representative Agents agree to ensure that all students selection decisions comply with equal opportunity legislation.
- The Representative Agent will not deliver misleading information on: the employment outcome associated with a course; possible migration outcome; course contents.
- The Representative Agent agrees to employ appropriately qualified staff, or to train all staff that will assess the extent to which the applicant meets the pre-requisites of the course for which they are applying based on the applicant's qualification and proficiencies.
- The Representative Agent undertakes to follow the enrolment procedures as published by Ashmark Institute of Australia and to make available all original applicant documentation to the college upon request.
- The Representative Agent will not accept students who have not completed 6 months in their Principal course. It will only accept applications of students who have provided a letter or release from their Education Provider in this scenario.
- The Representative Agent agrees to ensure that all applicant information collected as part of the application and enrolment process is securely kept and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.
- The Representative Agent will explain and guide prospective students through the Student Enrolment Application / Written Agreement step by step before finalizing the same.

In representing Ashmark Institute of Australia (AIA), the Representative Agent agrees to abide by items a) to i) of the Agent Responsibilities as outlined above and contained within the Education Agent Code of Conduct.

Agent's Signature: _____

Print Name: _____

Date: _____

What happens from here?

Your application will be assessed and your referees will be contacted. The standard processing time for an application is 2-4 weeks from the receipt of a complete application. If you do not have provided all the information as required or provide only partial information, the application may be delayed significantly. If your application is approved, the marketing director will send you Certificate evidencing your Registration and two copies of Agreement for your signature.

Privacy Disclaimer

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