

## Education Agents Application Form

Company Details and Background			
Company Legal Name		Trading name	
ABN		Year of Registration	
Name of Director/CEO		Contact details	
Professional membership			
Manager		Contact details	
Professional membership			
Business Address			
Email		Phone	
Website		Number of staff	
<b>Please describe your business activities:</b>			

Potential Market 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?			
Number of students referred to Australian education institutions over the past year:			
VET:	ELICOS:	Graduate:	Postgraduate:
Please list any other institutes you represent in Australia			
How many students have you referred to Australian educational institutions in the past 2 years?			
Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is your company involved in any other activities? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Education Agent Application form	Implemented: February 2021	Reviewed By: February 2022	Page 1 of 2
Institute of Business and Management (Victoria)	<a href="mailto:info@ibm.vic.edu.au">info@ibm.vic.edu.au</a>   <a href="http://www.ibm.vic.edu.au">www.ibm.vic.edu.au</a>	Building D, 60 Belfast Street Broadmeadows VIC 3047	

If yes, please explain \_\_\_\_\_

Are you accredited to act as an education agent in your country? Yes  No

(Applicant from the People's republic of china must provide evidence that they hold a license to act as a registered agent, or have a contract with a registered license holder) If Yes, please provide details:

### References:

Please provide two referees details (Australian Business)

#### Referee1:

Name of Institution			
Contact Person		Position:	
Phone Number		Email:	

#### Referee2:

Name of Institution			
Contact Person		Position:	
Phone Number		Email:	

### Declaration

Please sign the declaration below:

- I understand that Institute of Business and Management (Victoria) is not under any obligation to accept my application to act as an agent to recruit students on their behalf.
- I understand that if my application to become an agent of Institute of Business and Management (Victoria) is successful, I will be required to enter into and abide by a formal agency agreement.
- I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories which I have nominated, and understand that I must notify the college if any changes occur in the registration status of my agency.
- I have read, understand and agree to abide by the terms and conditions of the Institute of Business and Management (Victoria)'s privacy policy.
- I consent to Institute of Business and Management (Victoria) to contact any of the referees I have nominated.
- I undertake that the above information provided in this application is a true and accurate record as to the operation of the educational agency I represent.
- By returning this application to Institute of Business and Management (Victoria), I agree to abide by the terms and conditions in the mentioned declaration.

#### Address & Contact for notices:

Building D, 60 Belfast Street, Broadmeadows, 3047, VIC

Phone: +61 3 9478 3163

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

Website: <https://ibm.vic.edu.au>

Signature:		Date:	
Printed Name:			