



AMA COLLEGE EDUCATION AGENT APPLICATION

COMPANY DETAILS	
Legal Name	
Trading Name	
ABN/ACN	
Type of legal entity (please circle)	Sole Trader / Pty Ltd Company / Trust / Partnership
Website	
Address (Overseas) – If Applicable	
Address (Australian) – If Applicable	
Postal Address	

DETAILS OF KEY DIRECTORS / DETAILS OF KEY ORGANISATION CONTACT	
Name	
Position	
Email	
Phone	
Name	
Position	
Email	
Phone	
Name	
Position	
Email	
Phone	

COMPANY PROFILE	
Country of Operation	
If your company is located overseas, does it hold the required agents licences for that country?	
Description of your organisation and main business activity.	



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<i>Please note that your business profile can be attached in response to this question or to enhance your application.</i>	
Migration Agents Registration Authority (MARA)	
Overseas Education Agent ID	
Are you a member of the Migration Institute of Australia	Yes/No Membership Number
<i>The Australian Government recommends the completion of the online Education Agents Training Course (EATC) as a requirement for any education agents.</i>	
Have any of your staff completed the EATC Training by PIER online? If Yes – how many? (Please provide QEAC No's. If no, would you consider offering this to your staff?	
Are you a member of any other professional associations and networks that promote practice in the recruitment of overseas students? (If YES provide details)	
Years of operation	
Number of educational agents employed by the company	
Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?	No Yes: _____

PERFORMANCE			
Number of overseas students you have placed in the last 12 months	Number		
	High School / ELICOS Course	Vocational Course	University Course
Source Country:			
Source Country:			
Source Country:			

REFERENCES



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Provide contact details of TWO 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	
Phone	
Email	
Number of student referred over the last 12 months	

Institution Name	
Contact Name/	
Phone	
Email	
Number of student referred over the last 12 months	

BUSINESS PROPOSAL

Description of Potential Markets – *from which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.*

Describe the characteristics of your potential market (*age, income, educational background, university networks*).

What do you believe is the most effective marketing strategy to employ in your particular region or market?

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 provide an outline of support services you can offer to students



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Are you able to arrange for IELTS or TOEFL tests in accordance with the Australian Student Visa regulations if required?

UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS	
Do you regularly monitor: <ul style="list-style-type: none"> Department of Home Affairs Website Department of Education and Training Website How could you provide evidence that 'Yes' you do?	Yes / No Yes / No
Have you read and do you have an understanding of the National Code of Practice for Registration Authorities and Providers of Education and Training of Overseas Students 2018?	Yes / No
Have you read and understand of the Education Services for Overseas Students (ESOS) Act 2000, and the Education Services for Overseas Students Amendment Act 2017?	Yes / No
Do you understand that students coming to Australia on a student visa <u>must have</u> 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 Home Affairs Website?	Yes/No
Are you prepare to comply with the requirements of AMA College regarding advertising, course materials and application procedures and provide accurate information to students?	Yes / No
Have you or any of your staff completed the Education Agents Training Course (EATC) available on www.pieronline.org ?	Yes / No
Please provide a brief explanation regarding how you and your organisation fulfil your responsibilities as agents with reference the implied responsibilities of education agents as set out in National Code.	
FEES	
What fees do you charge for assisting students? <i>Please provide a breakup of all fees including amounts charged and for what service? (E.g. visa, overseas health insurance,...)</i>	
Service	\$AUD
Service	\$AUD



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Service	\$AUD
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INTERNATIONAL EDUCATION AGENT APPLICATION GUIDELINES

Please ensure that questions are answered and attachments provided as requested.

All of the above information MUST be in English or translated into English from a notary office in your country.

Please send certified copies only as the application copies cannot be returned from this office.

Check that your referees are willing to be contacted for a reference by a representative from AMA College.

Before making application you should access the following information and read it:

- Education Service for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- AMA College website

It is recommended that you visit:

- Department of Home Affairs website - <https://www.homeaffairs.gov.au/>
- Department of Education and Training website - <https://www.education.gov.au/>

COMMUNICATION

AMA College is required to keep your contact details on its database. This information will be used to advise receipt of your application, for any urgent notification and other administrative issues relating to your business. AMA College may also display your contact details on its website for the benefit of prospective students seeking to find an education agent.

Please keep your contact details up to date at all times. AMA College will not be responsible for any delays caused by changes to business contact details without prior notification.

FURTHER INFORMATION

Further information can be obtained by emailing AMA College at: enrolment@amacollege.edu.au

SENDING YOUR APPLICATION

The completed application along with attachments should be **posted** to:

General Manager - Education and Training

AMA College

14 Stirling Highway

NEDLANDS, WA 6009

Or

Email enrolment@amacollege.edu.au

ASSESSMENT AND APPROVAL OF APPLICATION



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The standard processing time for an application will be 5 to 10 working days from receipt of the completed application. Once processed you may be contacted for further information in regard to your operation as an Education Agent. If you do not provide all of the information required, your application may be delayed. An incomplete application will be held for 60 days and if the further information required has not been received within 60 days after the request has been sent, your application will be securely destroyed.

If your application is approved, AMA College will:

- Send you two copies of the Education Agents Agreement for your signature. You are requested to retain one copy for your records and return the other to AMA College at the address above.
- Once the signed Agreement has been returned, a Certificate of Representation will be forwarded to you as evidence of appointment along with an agent kit and promotional material.

PLEASE ATTACH TO YOUR APPLICATION

ASIC Extract of Company Registration
Business Name Registration
Certificate of Public Liability
QEAC Certificates for Education Consultants

DECLARATION BY AUTHORISED PERSON

I am willing to enter into a written agreement with AMA College to represent the College as an Education Agent, and I authorise you to approach any of my referees to collect more information if required.

I declare that the answers and information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.

I understand all relevant laws and regulations of Australia and of the countries where we recruit students, in particular those laws pertaining to Australian consumer protection, the ESOS Act and the National Code.

I also agree to regularly view the DHA website to monitor policies and any changes to the policies. I confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

Name	
Position	
Signature	

RTO USE ONLY

Application received on: _____

Status of Application: _____



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- ☐ Pending
- ☐ Approved
- ☐ Not Approved

Name of RTO Representative: _____

Signature of RTO Representative: _____