

# Education Agent Application Form



## About Education Agent Application Form

Thank you for your interest in becoming an education agent with ILLOURA COLLEGE. Once we receive your application, we will acknowledge we have received your application within 5 working days of receipt. If you require any assistance in completing this form, please contact us by phone or email. Please ensure you include the details of two referees who can support your application.

Once we have assessed your application (within 28 days of receipt), we will be in touch with you in writing regarding the outcome of the application. If the application is approved, we will send you an agreement in writing for signing and you will need to participate in an induction with us thereafter.

The response to the questionnaires below, and any subsequent agreement with us, constitutes an agreement between you and ILLOURA COLLEGE.

You can send this form back to us by post or email.

Are you a current Education Agent of ILLOURA COLLEGE?  Yes  No

## Company/Agency/Consultancy Profile

Head Office			
Company name (legal and trading name)			
Contact Name		Position	
Office Address			
State/Province/District		Country Postcode/Zip	
Phone Number		Mobile Number	
Email		Website	
** Branch Office 1			
Contact Name		Position	
Office Address			
State/Province/District		Country Postcode/Zip	
Phone Number		Mobile Number	
Email		Website	

** Branch Office 2			
Contact Name		Position	
Office Address			

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State/Province/District		Country	
		Postcode/Zip	
Phone Number		Mobile Number	
Email		Website	

**\*\* Please provide a separate list of your branch offices/sub offices if you have more**

1.	Please provide a summary of the services your company offers, as well as your company structure and history.

2.	Do you have any related business?
	<input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No

3.	What is the frequency and nature of training provided to your employees in the area of international education and studying in Australia?

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4.	Does your staff have an understanding of their key obligations, as relevant to their role, under the Education Services for Overseas Students (ESOS) Act 2000?
	<input type="checkbox"/> Yes <span style="margin-left: 150px;"><input type="checkbox"/> No</span>

5.	Identify your staff who are members of the QEAC (Qualified Education Agent Counsellor) database.	
	Name of Members	QUEC No
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

6.	Detail your schedule of promotional activities over the last twelve (12) months (if new, provide a proposed schedule for the next twelve (12) months)

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7.	Please list two (2) referees from Educational Institution Australia/Overseas or Education/Migration Agents that your company currently represents.			
	Referee No 1			
	Contact Name			
	Position			
	Organisation Name			
	Mobile		Phone	
	Email		Website	
	Referee No 2			
	Contact Name			
	Position			
	Organisation Name			
	Mobile		Phone	
	Email		Website	

Declaration	
I, [insert name of representative]	a legal representative of
[insert Name of the Education Agent Company]	

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agree that the information I have provided to ILLOURA COLLEGE in this Education Agent Application Form is true and correct at the time of submission. I understand that ILLOURA COLLEGE will make an assessment of this company's ability to be engaged as an Education Agent based on the information that I have provided on behalf of the company. I understand that by submitting this application to become an approved Education Agent to represent ILLOURA COLLEGE that:

<input type="checkbox"/>	I will abide by the requirements of the ESOS Act 2000 and the National Code 2018 at all times;
<input type="checkbox"/>	I will only ever market and promote ILLOURA COLLEGE and its courses in accordance with the Australian International Education and Training Agent Code of Ethics;
<input type="checkbox"/>	I understand that information in relation to my relationship as part of this application and any proposed written agreement between ILLOURA COLLEGE and the company represented by this application may be shared with the Commonwealth of Australia and/or State or Territory agencies;
<input type="checkbox"/>	I declare that the company represented by this application will take reasonable steps to avoid conflicts of interests with its duties as an approved Education Agent of ILLOURA COLLEGE;
<input type="checkbox"/>	I declare that the company represented by this application will act honestly and in good faith, and in the best interests of the student at all times;
<input type="checkbox"/>	I declare that the company represented by this application will take reasonable steps to observe appropriate levels of confidentiality and transparency in its dealings with international students or intending international students;
<input type="checkbox"/>	I declare that the company represented by this application will take reasonable steps to ensure that all of its staff, as relevant to their role, will have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics;
<input type="checkbox"/>	I understand that, unless the company represented by this application, or any member of its staff, is registered to do so under the Migration Act 1958, that it will not provide migration advice;
<input type="checkbox"/>	I declare that the company represented by this application will take reasonable steps to ensure that it will not facilitate the enrolment of a student who it believes will not comply with the conditions of his or her visa; and
<input type="checkbox"/>	I declare that the company represented by this application will take reasonable steps to ensure that it will not, if provided with PRISMS access on behalf of ILLOURA COLLEGE, create Confirmations of Enrolment (CoE's) for anyone other than bona fide students

Signature:

Name:

Date:

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## PLEASE NOTE

Where this Education Agent Profile is submitted electronically, a signed hard copy must be submitted in conjunction with the Education Agent Agreement.

Please send your replies with all attachments in writing via email to [marketing@illoura.edu.au](mailto:marketing@illoura.edu.au) or via post to:

ILLOURA COLLEGE  
113 Wharf St, Cannington WA 6107

## Privacy Notice

ILLOURA COLLEGE is required to collect education agents' personal information. This may be shared with the Australian Government as required for the purposes of:

- promoting compliance with the ESOS Act 2000 and the National Code 2018;
- assisting with the regulation of education agents;
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally;  
or
- facilitating the monitoring and control of immigration.

Through PRISMS, registered providers can obtain information about education agents, including:

- the outcome of the enrolments
- the percentage of completed CoEs by the education agent
- the number of CoEs created with the education agent's involvement against the total number of CoEs created for the provider.

Document Version Control History			
Version	Date	Author	Change Description
1.0	2021	Illoura College	Document Created
2.0	2023	DOS/Compliance	Document Review
3.0	2024	Marketing	Document Review