



Agent Application Form

To become an authorised agent of Australian College of Technical Studies, complete this form and send it at
<mailto:info@actstudies.edu.au>

Agency Details	
Type of Business Legal Name of Entity:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporated company <input type="checkbox"/> Not for Profit
Trading Name (if applicable):	
Name of Owner (s):	
Place of Registration:	
Date of Registration:	
Expiry Date of Registration:	
Australian Business Number (ABN) or any equivalent:	
MARA No:	
QAEC No:	
Representing Countries:	
Contact Details	
Name of CEO:	
Contact Number:	
Email Address:	
Name of authorised contact person:	
Contact Number:	
Email Address:	
Head Office Address	
Website	



Number of Branches:	
Location of Branches:	

Industrial / Professional Membership

Name of Industrial / Professional Body (e.g. ISEAA)	Years of Membership

Representing Australian Educational Institutes

Name of Institution	Years of Affiliation	Number of Students
1.		
2.		
3.		
4.		
5.		

Performance

How many students you aim to recruit for Australian College of Technical Studies if appointed as an Agent in first year

What kind of student support you can offer to students:



Do you charge any fee to prospective students? If yes, please provide details of fees you charge.

Please provide any other information which you believe is important from student and marketing prospective

Compliance Requirement

Please provide explanation, how you comply with Standard 4 of National Code 2018 on Education Agents. Please provide your response in with reference to your responsibilities as an education agent. For more detail on standard please click on following link ([Standard 4 of The National Codes 2018](#)) (Attach a separate sheet if you need to provide more information)

Do you have PIER accreditation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand the ESOS Act 2000 and National Code 2018?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you brief students coming to Australia on student visa requirement to have a primary purpose of studying and must study full time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Australian College of Technical Studies requires agents to comply with Australian College of Technical Studies marketing and advertising requirements, course materials and application procedures, and provide accurate information to students. Do you agree with that?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you going to use Australian College of Technical Studies marketing material to promote courses offered by Australian College of Technical Studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No



References

*You must provide at least two (2) references (1 reference should be an Australian Education Provider)

Name of Referee 1: _____ **Contact Number:** _____

Organisation: _____ **Position** _____

Email: _____

Name of Referee 2: _____ **Contact Number:** _____

Organisation: _____ **Position:** _____

Email: _____

Declaration

I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Australian College of Technical Studies to approach my referees. I acknowledge that approval of my application conditional on my company signing an Agent Agreement with Australian College of Technical Studies in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR. I will be representing Australian College of Technical Studies as an education agent, and I agree to do work along with Australian College of Technical Studies in honest and professional manner.

Name of Authorised Person: _____	_____	Position: _____	_____
Signature of Authorised Person: _____	_____	Date: _____	_____

Office Use only

I have verified the supporting documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Result of Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Signature of Principal		Date of Approval	