

Education Agent Application Form

AGENCY/COMPANY INFORMATION

Legal Entity (Name):			
Trading Name:			
ABN (if available)		Overseas Registration No:	
Established in:		Years as Education Agency	
Address of Registered Office			
Phone:		Fax:	
Email:		Website:	

Please give us a brief description of your major business activities:

Please provide a profile of the key personnel in your company (additional pages attached if needed).

Name:		Position:	
Profile			
Name:		Position:	
Profile			
Name of Key Contact Person:			
Mobile of Key Contact Person:			
Email of Key Contact Person:			

Have any of the above-mentioned individuals completed the Australian Education Agents Training Course: Yes ☐ No ☐

Note: Education Agents Training Course (EATC), delivered by Professional International Education Resources (PIER) and Australian Education International (AEI), was developed in collaboration with the Department of Home Affairs and other peak bodies. You can access this course at: www.pieronline.org

Section 3: Declaratory Statements

1. Are you a member of an agent's association or an authorised agent?	☐ Yes	☐ No
2. As an Education Agent, do you and your relevant employees and subcontractors know and understand the requirements of the Education Services for Overseas Students Act (2000) and the National Code (2018)?	☐ Yes	☐ No
3. In which country do you primarily operate?		
4. What services do you provide or intend to provide to prospective students?		
5. Is it your understanding that The Bright College requires its Education Agents to declare their interests in writing and take reasonable steps to avoid conflicts of interest?	☐ Yes	☐ No
6. Are you aware that students coming to Australia on a student visa must study full-time and for a primary purpose?	☐ Yes	☐ No
7. Can you comply with The Bright College's advertising, course material, and application requirements?	☐ Yes	☐ No
8. Have your company or its employees ever been involved in litigation, arbitration, administrative actions or other disputes in the past, pending, threatened or pending? If yes, please provide details.	☐ Yes	☐ No
9. Within each year, how many students do you plan to recruit for The Bright College?		
10. List main countries other than Australia where you recruit students:		
11. The Agent Code of Ethics is available on The Bright College website, and we declare that we have read it.	☐ Yes	☐ No
12. Education Agents are required to submit all requests for advertisements and promotional material relating to The Bright College, for written approval, to the Executive Principal before publication or production.	☐ Yes	☐ No

Education Agent Application Form

Section 4: Referees

Please provide a referee that you have worked with in the past.

Referee 1

Name:			
Position:			
Address:			
Phone:		Fax:	
Email:		Website:	

Referee 2

Name:			
Position:			
Address:			
Phone:		Fax:	
Email:		Website	

Application Evidence

Please tick and attach certified copies with this Application Form.

☐	Qualified Education Agent Counsellor Certificate
☐	Business Prospectus/Profile
☐	Evidence of Business Register Certificate / Certificate of Incorporation
☐	Other applicable documents to support this Education Agent Application Form

Declaration

☐	I have completed the Education Agent Application Form with all the information provided being accurate and complete and acknowledge that The Bright College may NOT consider this application if any information is found to be incorrect, false or misleading.
☐	By completing this form, I am giving The Bright College written consent to verify the information I have supplied and contact the referees if required.

Education Agent Application Form

Education Agent

Name:

Position:

Signature:

Date:

Authorisation (Official Use)

Authorisation for Processing

Action to be taken:

☐ APPROVED

☐ DENIED

Comments:

Signed:

Position:

Print Name:

Date Processed:

Record of updates and changes:

Version No.	Issue date	Nature of Amendment
1.0	July	Final version
1.1		
1.2	19 July 2023	
1.3	9 November 2023	