THE BRIGHT COLLEGE
RTO 45752 | CRICOS Provider Code 03945D
Level 2, 440 William Street, Perth WA 6000

EDUCATION AGENT APPLICATION & DUE DILIGENCE FORM

LEGISLATIVE AND REGULATORY FRAMEWORK

- **Education Services for Overseas Students Act 2000 (Cth) (ESOS Act)** including the statutory education-agent and commission framework.
- **National Code of Practice for Providers of Education and Training to Overseas Students 2018 — current compilation from 21 January 2026** — particularly Standards 1, 2, 4, 7 and 10. Standard 4 governs written agent agreements, agent conduct, monitoring, corrective action, termination, disclosure and the 2026 commission restrictions.
- **National Vocational Education and Training Regulator Act 2011 (Cth) and 2025 Standards for RTOs** — including current information/marketing transparency, accountability and third-party controls. The 2025 Standards commenced on 1 July 2025.
- **Migration Act 1958 (Cth) and Migration Regulations 1994** — where migration assistance/advice is provided; an education agent must not provide regulated immigration assistance unless lawfully authorized.
- **Privacy Act 1988 (Cth) and Australian Privacy Principles (where applicable)** — for collection, verification, use, storage and disclosure of personal information.
- **Australian Consumer Law — Competition and Consumer Act 2010 (Cth), Schedule 2** — relevant to misleading or deceptive representations and marketing practices.

Compliance control: This application is a due-diligence step only. Approval does not authorise the applicant to represent The Bright College. Formal representation may commence only after TBC approval, execution of a compliant written agreement and completion of required PRISMS/agent records. [National Code 2018, Standard 4.1]

SECTION 1 — AGENCY / LEGAL ENTITY DETAILS | *National Code 2018, Standard 4.1 | ESOS Act 2000*

Legal entity name:		**Trading name:**	
ABN / ACN (Australia):		**Overseas registration no.:**	
Country of registration:		**Year established:**	
Registered office address:		**Principal operating address:**	
Phone:		**General email:**	
Website:		**Primary recruitment countries:**	
Key contact / authorised representative:		**Position:**	
Mobile:		**Direct email:**	

SECTION 2 — OWNERSHIP, CONTROL, RELATED ENTITIES & CONFLICTS | *National Code 2018, Standard 4.3.1 | ESOS governance*

List all directors, owners/controllers and beneficial owners (attach structure if required).	☐ Yes ☐ No Details/attachment:
Does the agency, an owner/controller or key staff have an ownership, control or financial interest in an education provider?	☐ Yes ☐ No Details/attachment:
Does the agency, an owner/controller or key staff have an ownership/control/financial interest in a migration business?	☐ Yes ☐ No Details/attachment:
Are there any other relationships that could create an actual, potential or perceived conflict of interest?	☐ Yes ☐ No Details/attachment:
Does the agency use subcontractors, sub-agents, referral partners or offshore branches for recruitment?	☐ Yes ☐ No Details/attachment:
Has any owner, director, employee, subcontractor or related entity been subject to regulatory action, suspension, cancellation, sanction, litigation or a substantiated complaint relevant to education/migration services?	☐ Yes ☐ No Details/attachment:
Has the agency or any relevant person previously had an education-provider agency agreement terminated for compliance, integrity or performance reasons?	☐ Yes ☐ No Details/attachment:

SECTION 3 — CAPABILITY, TRAINING & SERVICES | *National Code 2018, Standards 2 and 4.3 | 2025 RTO Standards*

Qualified Education Agent Counsellor / EATC-trained personnel available?	☐ Yes ☐ No ☐ N/A Details:
Staff training process for Australian international education and TBC updates documented?	☐ Yes ☐ No ☐ N/A Details:
Services proposed: recruitment / counselling / application assistance / other (specify).	☐ Yes ☐ No ☐ N/A Details:
Expected TBC student referrals per year:	☐ Yes ☐ No ☐ N/A Details:
Countries/regions in which TBC will be promoted:	☐ Yes ☐ No ☐ N/A Details:
Does the agency provide migration assistance? If yes, provide lawful authorisation/registration details.	☐ Yes ☐ No ☐ N/A Details:

Does the agency understand it must not make guarantees about visa, admission, employment, course completion or migration outcomes?	☐ Yes ☐ No ☐ N/A Details:

SECTION 4 — COMPLIANCE DECLARATIONS | *National Code 2018, Standards 1, 2, 4 and 7 | ACL | Migration Act 1958*

☐ I/we understand and will comply with the ESOS Act, current National Code 2018 and TBC's approved policies, procedures and instructions relevant to education agents.

☐ I/we will act honestly, in good faith and in the best interests of prospective and current students; maintain confidentiality and transparency; and declare/avoid conflicts of interest. [National Code 2018, Standard 4.3]

☐ I/we will use only current TBC-approved marketing/course information and will not publish or alter TBC marketing material without written approval. [National Code Standards 1 and 4; 2025 RTO Standards — information and transparency]

☐ I/we will clearly identify TBC as the CRICOS/RTO provider and will not represent the agency as the RTO or use TBC branding in a misleading manner. [2025 RTO Standards — marketing/third-party transparency]

☐ I/we will not engage in dishonest or misleading recruitment, facilitate non-genuine enrolment, encourage an improper provider transfer, or provide migration advice unless lawfully authorised. [National Code Standards 4.5–4.6 and 7; Migration Act 1958]

☐ I/we understand that TBC must monitor agent activities and may require corrective action, suspend referrals or terminate an agreement where obligations are not met. [National Code Standards 4.2–4.5]

☐ I/we understand that education-agent commission for recruitment of an overseas student who has commenced study with another registered provider is prohibited unless an exception in the current National Code applies. [National Code 2018, Standards 4.7–4.8]

☐ I/we consent to TBC verifying the information in this application, contacting referees and relevant providers/regulators where lawful, and recording/reporting agent information as required.

SECTION 5 — REFEREES | *Due diligence / National Code 2018, Standard 4*

Referee 1 — organization/relationship:			
Name/position:		**Email/phone:**	
Provider/organisation:		**Period worked together:**	
Referee 2 — organisation/relationship:			
Name/position:		**Email/phone:**	
Provider/organisation:		**Period worked together:**	

SECTION 6 — APPLICATION EVIDENCE | *National Code 2018, Standard 4 | Privacy Act 1988 where applicable*

- ☐ Business registration/incorporation evidence
- ☐ Organisation profile and ownership/control structure
- ☐ QEAC/EATC or relevant agent training evidence
- ☐ Key staff list and locations
- ☐ Migration-authorisation evidence, if applicable
- ☐ Sub-agent/subcontractor register, if applicable
- ☐ Two referee details
- ☐ Conflict/related-party disclosures
- ☐ Other due-diligence evidence requested by TBC

SECTION 7 — APPLICANT DECLARATION & CONSENT | *National Code 2018, Standard 4*

I declare that the information and documents supplied are true, current and complete. I authorise The Bright College to conduct reasonable due diligence and verification. I understand that false, misleading or omitted material information may result in refusal, corrective action or termination of any subsequent agreement.

Authorised representative:		**Position:**	
Signature:		**Date:**	
Company/agency name:			

SECTION 8 — TBC DUE DILIGENCE & APPROVAL — OFFICE USE | *National Code 2018, Standards 4.1–4.6 | 2025 RTO Standards — accountability*

Due-diligence control	Outcome	Evidence/notes
Legal entity/registration verified	☐ Met ☐ N/A ☐ Concern	
Ownership/control and related interests reviewed	☐ Met ☐ N/A ☐ Concern	
Referees checked and recorded	☐ Met ☐ N/A ☐ Concern	
Agent knowledge/training assessed	☐ Met ☐ N/A ☐ Concern	
Regulatory/adverse history checked	☐ Met ☐ N/A ☐ Concern	
Sub-agents/subcontractors assessed	☐ Met ☐ N/A ☐ Concern	

Marketing/recruitment capability assessed	☐ Met ☐ N/A ☐ Concern	
Migration advice status checked	☐ Met ☐ N/A ☐ Concern	
Conflict disclosures assessed	☐ Met ☐ N/A ☐ Concern	
Risk rating completed	☐ Met ☐ N/A ☐ Concern	
Written agreement required before representation	☐ Met ☐ N/A ☐ Concern	
PRISMS agent details to be entered/maintained	☐ Met ☐ N/A ☐ Concern	
Risk rating: ☐ Low ☐ Medium ☐ High	**Decision:** ☐ Approved ☐ Conditional ☐ Declined	
Decision rationale/conditions:		
Assessed by:	**Position:**	
Approved by:	**Date:**	
Agreement / PRISMS/agent register completion notes:		