

Accredited Agent Application and Declaration Form

Please complete all sections of this form in English. Applications will only be considered when all questions are completed and all supporting documentation is supplied.

1. Business Details	
Company name: (or legal entity; state name and whether this is a registered company, partnership or incorporated entity)	
Trading Name: (if different from above)	
Business registration number: If in Australia, provide Australian Business Number (ABN) or Australian Company Number (ACN)	
Place(s) of registration:	
Business Address: Include state/region and country	
Postal Address: (If different from above)	
Key contact person	
Title (Mr/Mrs/Miss/Ms):	Name:
Position:	
Location Address:	
Email:	
Contact Number:	

Do you have additional offices/branches? Yes No (if yes, provide details below)

1	Office/Branch name:	
	Business address and contact:	
2	Office/Branch name:	
	Business address and contact:	
3	Office/Branch name:	
	Business address and contact:	

Leading education in mental health and wellbeing

2. BUSINESS BACKGROUND AND HISTORY

How long have you been in business as an Education Agent?

_____ years _____ months

Is your office involved in any other business activities other than student recruitment?

Yes No (if yes, please provide details)

Are you and/or members of your staff a member of any professional organisations?

Yes No (if yes, please provide details)

Have you or any of the directors of the company you represent previously been involved in bankruptcy proceedings?

Yes No (if yes, please provide details)

Which Australian educational institutions do you currently represent?

How many international students do you recruit each year?

VET Sector _____ Higher Education _____

How many students do you expect to send to the Ikon Institute of Australia each year? _____

3. MARKETING AND PROMOTIONAL ACTIVITIES

How do you propose to promote IKON Institute of Australia?

- Brochures
- Internet
- Student Seminars
- Education Agent Website
- IES website
- Exhibitions
- Mail outs
- Other (please specify)

Why do you believe students choose your services?

How does your company differ from other education agencies?

4. **STUDENT SERVICES OFFERED**

Please indicate the services that you can provide to students and the Ikon Institute of Australia.

- Student counselling
- Assistance with visa application
- English language testing
- Ongoing support services
- Assistance with student application form
- Other (please specify)
- Pre-departure briefing
- Assistance with settling in
- Arranging accommodation
- Advocacy
- Interpreting

For which services do you charge a fee?

Do you maintain contact with students after enrolment?

Yes No (if yes, please provide details)

5. **STAFF BACKGROUND**

Number of staff in your company?

Student recruitment officers: _____ Administrative staff: _____

Have any of these staff studied or worked in Australia?

Yes No (if yes, please provide details)

Have any of these staff visited Australia and/or any Australian education institutions?

Yes No (if yes, please provide details)

Have any of these staff completed an Australian Education Agent Training Course (EATC)?

Yes No (if yes, please provide details)

How many of your staff are fluent English speakers? _____

6. REFEREES

Nominate two (2) referees from the education sector, including at least one (1) from the Australian education sector.

1	Contact name:	
	Position:	
	Company, City, Country:	
	Email:	
	Telephone: (including area codes)	
2	Contact name:	
	Position:	
	Company, City, Country:	
	Email:	
	Telephone: (including area codes)	

7. ATTACHMENTS CHECKLIST

In order to assess your application the following documents are required:

- A company/business profile, including information on owners and staff and a description of your company's services
- Business registration/licence papers
- Copies of current insurance policies relevant to agency business, for example public liability or equivalent
- Copies of completed Piers Online Agency course certificates
- Photos of premises and staff
- Other documents that you believe will support your application, particularly describing the student services indicated in item 4
- Evidence of professional memberships
- Supporting promotional materials/information provided to international students, including website URL

8. DECLARATION

I/We 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/We declare that I/We 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 2007. I/We confirm my/our obligation to comply with such laws and regulations at all times, including any amendments.

I/We declare that I/We will participate positively in formal AEI and IES training in support of international student programs.

I/We authorise the IKON Institute of Australia to contact referees and collect any information or details as required.

I/We are aware that the IKON Institute of Australia is under no obligation to accept this application to become an agent.

Applicant #1 Signature:

Applicant #2 Signature

Signature

Signature

Name (print)

Name (print)

Date

Date