



FORM

EDUCATION AGENT APPLICATION

SECTION 1: Company Details

Agency name			
Legal (or business) name			
Business address			
Postal address			
Website		Phone	
ABN (or local business registration number)		Country of business registration	
Year of business registration		First Year of operation as an education agency	

Are you accredited to act as an education agent? Yes No

In which countries/regions of the world are you accredited to provide education services:

Australia Other regions _____ (please specify)

Is the company affiliated with any other businesses (i.e. migration services)?

No Yes (please provide a list of other businesses/services below)

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SECTION 2: Contact Details

Principal Executive Officer

Name		Position	
Mobile		Email	

Nominated Representative

Student Administration Contact

Name		Position	
Phone		Email	

Marketing Contact

Name		Position	
Mobile		Email	
QEAC No* <i>(if available)</i>		MARN* <i>(if available)</i>	

* For any business to provide immigration services in Australia, accreditation and registration with **Migration Agent Registration Authority (MARA)** is mandatory. An education agent may become a **Qualified Education Agent Counsellor (QEAC)** and be listed on the **PIER (Professional International Education Resources) Network**. Certification as a QEAC is carried out by PIER in partnership with the Australian Government.

SECTION 3: Proposal and Current Representation

Student recruitment by nationality to Kent Institute Australia

Types of Course	Primary Nationality	Secondary Nationality
Higher Education		
Vocational Education Training (VET)		

Current representation in Australia

Item No.	Name of Institution	Type of Institution <i>(I.e. HE, VET etc.)</i>	Period
1			
2			
3			
4			
5			

SECTION 4: Reference Check

You must provide two referees from the Australian education sector.

Referee 1

Institution		Website	
Contact Person		Position	
Mobile		Email	

Referee 2

Institution		Website	
Contact Person		Position	
Mobile		Email	

SECTION 5: Supporting Documentation Checklist

You must attach a business registration document, company profile and other relevant supporting documents with this application. Failure to provide documentation requested may result the denial of your application.

- Business registration document**
- Company profile** (*business profile which summarises the organisation's history and direction*)
- Certificate of accrediting body membership *if applicable*** (*i.e. QEAC, MARA*)
- Branch office details** (*address, contact person, telephone, email*)
- Franchise office details** (*company details of each franchisee, address, contact person, telephone, email*)
- Additional legal documents** for businesses with a Trust structure (*e.g. trust deed*)
- Other relevant supporting documents** (*please provide the list of other documents below*).

SECTION 6: Declaration

- I confirm that the information provided in this application is true and accurate to the best of my knowledge.
- I authorise Kent Institute Australia to contact my referees.
- I understand that Kent Institute Australia does not have any obligation to accept my application to act as an agent to recruit students on their behalf.
- I understand that if my application is successful I will be required to sign and enter into a formal Kent agent agreement.
- I confirm that I have all necessary registrations, accreditations and permissions to act as an education agent in all the countries/regions which I have nominated in this form.

Name: _____

Position: _____

Signature: _____

Date: _____

Please send completed form to:

Kent Marketing and Recruitment

Email: agent@kent.edu.au

Phone: +61 (0) 2 9093 5151

KENT STAFF USE ONLY

Agent reference check form completed and attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Outcome of application: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Date:	
M&R Staff Name:	Position:
Note:	