



EDUCATION AGENT APPLICATION FORM

COMPANY DETAILS OF THE AGENCY

Company Name: _____ ABN _____

MARA (Migration Agent Registration Authority) Number (if applicable): _____

Permanent Address (Provide full address):

Telephone: _____ Mobile: _____

E-mail: _____ Fax: _____

Name of Director(s)

STAFF QUALIFICATIONS AND TRAININGS

1. Does your company directly employ staff member/s registered with the office of Migration Agents Registration Authority?
 - Yes (provide details)
 - No
2. Do you and your staff are member of any associations (Please mention) _____
3. Have your company's employees completed any of the following training programs:
 - AEI Education Agent Training Course (EATC) – PIER Online
 - ISANA National Code Tutorial
4. How many counsellors does your company employ? _____

STUDENT SERVICES AND CHARGES

1. Does your company provide student visa application assistance? Yes No
2. Does your company provide travel assistance? Yes No
3. What fees does your company charge students for? _____
4. What other services do you offer to students? _____
5. Since how long has your business been operating? _____
6. List institutions that you are currently representing in Australia:
 - a) _____
 - b) _____
 - c) _____



7. Please provide two references:

Institution 1:

Name of Institution: Contact Person:

Position: Tel: Email:

Institution 2:

Name of Institution: Contact Person:

Position: Tel: Email:

8. How do you promote international education and how will you promote our Institute?

International Education

CIBT

9. What is your projected number of students you plan to send in the next six months to?

a) Australia _____ b) CIBT _____

10. Please list the most popular courses you are currently promoting:

11. What courses do you feel would be popular to your prospective students?

12. What representation fee/commission would you expect to receive? _____

Declaration: I am interested in representing CIBT as an education agent and I agree to do so in an honest and professional manner. I declare that the above information I have provided is correct and true.

Name of the Director _____ Signature _____ Date: _____

SUPPORTING DOCUMENTATION CHECKLIST

Your company is required to complete this application form and submit the following information/documents. If you are unable to submit complete information/documents listed below as supporting documents, your application will not be processed.

- Agent Application Form
- Company registration details (including affixes, licenses and/or certificates)
- Copy of MARA (Migration Agent Registration Authority) Certificate or Qualified Education Agent Counselor Certificate from PIER (Professional International Education Resources) or ISANA National Code Tutorial Certificate
- Details of representation of other educational institutions
- Business plan (preferred)
- Contact details of two referee (preferably Australian education institutions where possible)
- Details of office locations and facilities (head and branch offices)
- Details of student services and charges (attach refund policy if applicable)
- Proposed country representation
- Signature on application form.
- Signature on application form

Please return this form along with above listed documents to anyone of the following address: Crown Institute of Business & Technology, Level 11, 307, Pitt Street Sydney, NSW 2000 or Level5, 303 Pitt Street, Sydney, NSW 2000 or 116 Pacific Highway, North Sydney, NSW 2060 or Suite 4, Level 4, 40 Cameron Avenue, Belconnen, ACT 2617 or email the signed copy to: info@cibt.nsw.edu.au