



Thank you for your inquiry, requesting to represent Polytechnic Institute Australia Pty Ltd (PIA). We are always looking for Education Agents who can represent our institution in Australia and overseas.

By completing this application form, your company will be considered for eligibility to become an Authorised Education Agent for PIA, for the purpose of recruiting students to study at the Institute.)

COMPANY DETAILS

Type of Legal Entity:

- Sole Trader
Partnership
Incorporated company

Name of Proprietor:

Name of Partner:

Registered Company Name:

Company Name/Legal Name:

Trading Name (if any):

Place of Registration:

Date of Registration:

QEAC No: MARA No:

If registered in Australia, ABN: ACN (if any):

Overseas Entity Registration Number:

Business Address:

Suburb: State: Country: Postcode:

Phone: Email:

DETAILS OF KEY DIRECTORS AND EMPLOYEES

Name: Position:

Phone: Mobile: Email:

Qualification and Previous experience:

Name: Position:

Phone: Mobile: Email:

Qualification and Previous experience:

Name: Position:

Phone: Mobile: Email:

Qualification and Previous experience:

If more space is required please attach another sheet.



PERFORMANCE

The total number of students referred to Australian education institutions over the past 2 years

Postgraduate courses: _____ Undergraduate courses: _____

Vocational courses: _____ High School & ELICOS courses: _____

Which courses are your clients most interested in? (Please tick relevant boxes)

- | | | |
|---|--|--|
| <input type="checkbox"/> General English | <input type="checkbox"/> University Foundation | <input type="checkbox"/> Undergraduate |
| <input type="checkbox"/> Academic English | <input type="checkbox"/> Vocational Education | <input type="checkbox"/> Postgraduate |

COMPLIANCE

Have any of your staff completed the Education Agents' Training Course? Yes No

If yes, how many?

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Student (ESOS) Act 2000, National Code 2018, and being an Education Agent? Yes No

Do you regularly monitor the Department of Home Affairs website (www.homeaffairs.gov.au) and the Department of Education and Training website (www.education.gov.au/higher-education-0)? Yes No

Do you know that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? Yes No

Are you an authorised e-Visa agent? Yes No

Are you prepared to align with PIA's requirements regarding advertising, course materials, application procedures, and provide accurate information to students? Yes No

Will you use marketing materials supplied by PIA to promote the course on behalf of PIA? Yes No



BUSINESS PROFILE

Do you have any office/ representatives in Australia? If so, please provide the details below:

Company Name: _____

Company Address: _____

Suburb: _____ State: _____ Country: _____ Postcode: _____

Phone: _____ Email: _____

Registration Number: _____ Number of Staff: _____

Others:

Are you a member of any agent association or professional industry body?

Yes No

If yes, please specify: _____

REPRESENTATIVE INSTITUTIONS

Name of Institution	Contact Person	Phone	Email	Years you have represented this institution	Recruited student Numbers
1					
2					
3					
4					

MARKETING ACTIVITES

On average, how many students do you recruit from overseas per year?



Who are your major target markets? Do you possess any strengths in those areas?

Three horizontal lines for text input.

Please describe the characteristics/trend of your potential market (age, income, educational background, university networks, high school, higher education, etc.)

Two horizontal lines for text input.

When is the most effective season of the year to perform marketing activities in your target marketing regions or to cooperate with your marketing recruitment?

Two horizontal lines for text input.

Please briefly state how would you plan to recruit students to PIA

Two horizontal lines for text input.

If you are appointed as an agent of PIA, how many students do you plan to recruit in the first year?

Two horizontal lines for text input.

Student Services:

What kind of services do you offer to your students?

Two horizontal lines for text input.

Do you charge any service fee to students for processing their application?

If yes, please provide details below.

Two horizontal lines for text input.

CONTACT REFEREES

Please provide the details of a contact person who may act as referees for your firm (at least one referee from Australia).

Name: _____ Position: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Position: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Position: _____

Phone: _____ Mobile: _____ Email: _____



Name: _____ Position: _____

Phone: _____ Mobile: _____ Email: _____

DECLARATION

Application Form

I confirm this application is true and accurate to the best of my knowledge. I also authorise Polytechnic Institute Australia Pty Ltd to approach my referees to collect the information.

Organisation Name: _____ Position: _____

Name of the Officer: _____

Authorised Delegate Signature: _____

Phone: _____ Email: _____

Required Documents:

- 1. Evidence of business registration Attached
- 2. Completed and signed Agent Agreement Attached
-

Privacy Disclosure Statement

Polytechnic Institute Australia is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Privacy and Personal Information Protection Act 1998 (NSW) The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training and the Department of Home Affairs, pursuant to reporting obligations under applicable legislation. See Polytechnic Institute Australia Privacy Policy for details, which can be accessed at <http://www.pia.edu.au/student-info/policies-procedures>

OFFICE USE ONLY

Polytechnic Institute Australia Pty Ltd

Approved by: _____ Agent Agreement Signed: Yes No

Date: _____ Evidence of Business Registration Yes No

Comments: