

Education Agent Application Form

Instructions:

- This application aligns with the below-listed regulatory framework and Aura Education's policies, procedures and supporting documents.
 - ESOS Act 2000
 - National Code 2018
 - Australian International Education and Training Agent Code of Ethics
 - Aura Education's Marketing policy and procedures
 - Aura Education's Third party engagement policy and procedures
 - Aura Education's Education Agent agreement
 - Aura Education's Education Agent monitoring procedures
- Completed application form with required evidence must be submitted as below.
 - Via Email to: marketing@aura.edu.au
 - By post to: Office 5, Level 8, 269 Wickham Street, FORTITUDE VALLEY QLD 4006
- The outcome of this application will be communicated via email within 2 weeks from the date the application is received.

Section 1: Agent Details

Title:	
Full Name:	
Position relevant to the Agency:	
Postal Address:	
Contact Number:	
Email Address:	
Nationality:	
Language Spoken:	
Highest level of Education:	
Level of Industry Engagement:	

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Section 2: Agency Details

Agency/Business Name:		
Entity Type:		
Business Registration Number: (Please attach evidence).		
County(s) of Business Operation:		
Number of Years of Business Operation:		
Head Office Address:	Street No & Address:	
	State/Province/District:	
	Country Postcode/Zip:	
Office Phone:		
Email Address:		
Website:		
Details of Other Offices: (If applicable) (Office 1)	Name of Contact Person:	
	Address:	
	Phone/Contact Number:	
	Email Address:	

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Office 2:	Name of Contact Person:	
	Address:	
	Phone/Contact Number:	
	Email Address:	
Office 3:	Name of Contact Person:	
	Address:	
	Phone/Contact Number:	
	Email Address:	
Experience/Level of Industry Engagement:		
Please provide a brief history of your agency.		
Has your company ever had an education agreement cancelled by one of the education institutions that you represented? If yes, please describe and provide relevant supporting evidence.		
Has your company ever had to undertake corrective action by one of the education institutions that you represented? If yes, please describe and provide relevant supporting evidence.		
Has your company ever been subject to regulatory action or investigation? If yes, please describe and provide relevant supporting evidence:		

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Section 3: Agency Staff

Details of Current Staff:	Please indicate positions/titles
Staff Training:	Briefly explain how often you provide training to your staff on international education and studying in Australia.
Staff Industry Currency:	Briefly explain the knowledge and level of understanding of their key obligations, as relevant to their roles under the Education Services for Overseas Students (ESOS) Act 2000.
Staff Professional Development:	Briefly explain your plan for the next twelve (12) months for your employees in the area of international education and studying in Australia.

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Section 4: Marketing Strategy

Briefly explain the marketing and promotional activities you carried out over the last twelve (12) months.

If the agency is new, explain the marketing and promotional activities that you will be conducting over the next twelve (12) months.

Explain the other services that you provide for prospective students.

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Section 5: Referees

- Please list two (2) referees from Educational Institutions that your company currently represents.
- If you are a new agent, provide details of (2) referees who you know well in the industry.

Referee1

Name:	
Institution/Agency/Company:	
Position/Title:	
Office Address:	
Contact Number:	
Email:	

Referee 2

Name of the Referee:	
Institution/Agency/Company Name:	
Position/Title:	
Office Address:	
Contact Number:	
Email:	

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Section 6: Declaration

As an authorised representative of the agency, I agree that the information I have provided in this application is true and correct at the time of submission. I understand that Aura Education will assess my agency's capacity and eligibility to be engaged as an Education Agent based on the information that I have provided in this application. Also, by submitting this application to become an approved Education Agent to represent Aura Education that:

- I will abide by the requirements of the ESOS Act 2000 and the National Code 2018 at all times;
- I will market and promote Aura Education and its courses in accordance with the Australian International Education and Training Agent Code of Ethics.
- I understand that information in relation to my relationship as part of this application and any proposed written agreement between Aura Education and the company represented by this application may be shared with the Commonwealth of Australia and/or State or Territory agencies;
- I declare that the company represented by this application will take reasonable steps to avoid conflicts of interest with its duties as an approved Education Agent of Aura Education;
- I declare that the company represented by this application will take reasonable steps to observe appropriate levels of confidentiality and transparency in its dealings with international students or intending international students;
- I declare that the company represented by this application will act honestly and in good faith, and in the best interests of the students at all times;
- I declare that the company represented by this application will take reasonable steps to ensure that all of its staff, as relevant to their role, will have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics;
- I understand that, unless the company represented by this application, or any member of its staff, is registered to do so under the Migration Act 1958, that it will not provide migration advice;
- I declare that the company represented by this application will take reasonable steps to ensure that it will not facilitate the enrolment of a student who it believes will not comply with the conditions of his or her visa; and
- I declare that the company represented by this application will take reasonable steps to ensure that it will not, if provided with PRISMS access on behalf of Aura Education, create Confirmations of Enrolment (CoE's) for anyone other than bona fide students.

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Name:	
Signature:	
Date:	