

Focal Holdings Pty Ltd

(ABN 16 064 243 367)

RTO I.D. 90191 CRICOS No. 01497F

t/a Australian College of Hospitality; The Illawarra Business College;
Australian College of Community Care

44 Raymond Street, BANKSTOWN NSW 2200

Phone: +61 2 9791 6555, +61 2 8007 5660

Mobile/Cell phone: +61 2 431 296 322



www.tibc.nsw.edu.au

Email: info@focal.edu.au

Education Agent Application Form

The following Application Form must be completed and returned to the address listed above or email info@focal.nsw.edu.au
Please note all particulars must be completed

BUSINESS DETAILS

Legal Entity/Company Name _____

Australian Company Number (if applicable) _____

Name of Directors _____

Name of Proprietors/Owners _____

Registered Trading Name _____

Australian Business Number (if applicable) _____

Business Address _____

City _____ Code _____ Countr _____
y _____

Postal Address (if different to above) _____

City _____ Code _____ Countr _____
y _____

Contact Person Details _____

Email address _____

Website _____ Fax Number: _____

Phone Number (work) _____ Mobile: _____

BUSINESS BACKGROUND

Years in business as an Education Agent		No of potential students recruited annually	
Are you an Australian Registered Migration Agent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, MARA No: _____
Have you completed a PIER 'Education Agent Training Course' (QEAC Certification Exam)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please attach a certified copy of the Certificate			
Do you have any branches either in Australia or overseas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please list branch locations, addresses and telephone numbers			

INSURANCES (Please tick which of the following insurances you hold. Please submit copy of Certificate of Currency for ticked item.)			
1. Workers' Compensation (compulsory in Australia)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
2. Professional Indemnity	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
3. Public Liability	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
STUDENT SERVICES			
1. Please tick the services you provide or intend providing to students			
• Student Counselling	<input type="checkbox"/>	• Assistance with lodging visas	<input type="checkbox"/>
• Pre-departure Information Sessions	<input type="checkbox"/>	• Follow-up with Parents/Guardians	<input type="checkbox"/>
• Homestay/Guardianship	<input type="checkbox"/>	• Migration Advice	<input type="checkbox"/>
2. Do you charge students any service fees?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
3. Does this fee include the fee for an Australian student visa?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<i>If YES, please provide details of what you charge and for what service.</i>			
4. No of staff employed by your organisation:			
5. Please list the names of each of staff member who will be dealing with our Colleges (if known)			
6. Are you a member of an agent's association in your country? e.g. AAERI in India			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If YES, please provide details.</i>			
7. What countries will most of your student referrals originate from?			
REFEREES (Please list institution, contact persons and telephone numbers for two other Australian institutions that you represent. Please note that these may be contacted for verification purposes)			
Referee No 1	Referee No 2		

AGENT RESPONSIBILITIES

In making this application to become an Education Agent you acknowledge that:

- The Education agent is aware of their responsibilities as defined in the National Code 2018. In particular, that in representing our College/s, the Education Agent acts as a servant of the College/s, and further, the Education Agent undertakes to ensure that they and any of their staff are fully informed of any changes to the National Code of Practice 2018 as may occur from time to time.
- The Education Agent agrees to comply with the terms and conditions of the Agency Agreement (incorporating the requirements of the National Code 2018) as supplied by the College once it has been signed by the Education Agent.
- The Education Agent undertakes to ensure that the recruitment of students is conducted at all times in an ethical and responsible manner and consistent with the requirements of the relevant course or curriculum as detailed in materials as published from time to time. The Educational Agent agrees to ensure that all student selection decisions comply with equal opportunity legislation.
- The Educational Agent agrees to employ appropriately qualified staff, or to train all staff who will assess the extent to which the applicant meets the pre-requisites of the course for which they are applying based on the applicant's qualifications and proficiencies.
- The Educational Agent undertakes to follow the enrolment procedures as published by the college/s indicated above and to make available all original applicant documentation to the relevant college/s upon request. The Educational Agent agrees to ensure that all applicant information collected as part of the application and enrolment process is securely kept and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.
- The Education Agent warrants that there are no outstanding litigation issues, bankruptcy issues or other financial issues that may affect the performance of his/her duties in relation to the recruitment of international students on our behalf.

Family Name _____ First Name _____

Position _____

Signature

Date

Please submit copies of all relevant documentation plus written references if available. Thank you for your application