

Education Agent Application Form



For consideration to be appointed as certified agent of Melbourne Trades College to assist the college in the selection of agents, please complete this form and return it by email to:

e-mail: info@melbtc.vic.edu.au

contact details – 73 Ashley Street, Braybrook, Vic-3019, Australia.

Note: completion of this application form will not make you an agent of Melbourne Trades College, however this will enable the college to consider appointing you as such.

Company/Business Name: _____

Trading Name (if different): _____

Company Registration Number / Australian Business Number (ABN): _____

Company/Business Street Address:

Company/Business Postal Address:

Name of Registered Owner/Principal: _____

Name of Chief Executive Officer (if different): _____

Phone: _____

Mobile: _____

Email: _____

Company information:

How long has your company been in in operation?

Branches: _____

Education Agent Application Form



Description of your major business activities:

Sub Agents employed (if applicable attach full details):

Services provided to students:

Number of students sent abroad per year:

Countries students are sent from:

Institutions / Colleges currently representing:

Services provided to institutions:

Education Agent Application Form



Please explain your plans for recruiting students to Melbourne Trades College:

What professional associations are you a member of?

Number of students you estimate to recruit for Melbourne Trades College over the next 12 months:

Have you ever had a previous education agent agreement cancelled by an RTO? Yes No

Please provide us with a sample or your organisation's promotional materials and advertisements (English and any other applicable languages)

- attach the documents (if available)

Please attach the following to your application:

- | | |
|---|--|
| <input type="checkbox"/> Business Registration Certificate | <input type="checkbox"/> Copy of Register of company |
| <input type="checkbox"/> Copy of your company profile | <input type="checkbox"/> Copy of register of directors |
| <input type="checkbox"/> Samples of marketing material distributed by your agency | |
| <input type="checkbox"/> Copies of key directors and employees' qualifications | |

Education Agent Application Form



PLEASE PROVIDE CONTACT DETAILS OF TWO REFEREES (Preferably Australian education providers or alternatively, business referees):

**Please Note these referees will be contacted.*

Referee 1

Name: _____

Position: _____

Organisation: _____

Street Address: _____

Postal Address: _____

Phone: _____

Email: _____

Referee 2

Name: _____

Position: _____

Organisation: _____

Street Address: _____

Postal Address: _____

Phone: _____

Email: _____

PLEASE READ THE FOLLOWING CAREFULLY:

- I/ We understand that submitting this 'Agent Application Form' to Melbourne Trades College, does not grant or guarantee registration as an agent for recruiting international students. Melbourne Trades College reserves the right to cease all business dealings with me / us if we mislead prospective students or misrepresent Melbourne Trades College as authorised agents or representatives of Melbourne Trades College
- I/We prepared to enter into an agreement with Melbourne Trades College
- All the information provided above is true and accurate.

I am interested in representing Melbourne Trades College as an education agent and I agree to do so in an honest and professional manner as per the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) <https://www.legislation.gov.au/Details/F2017L01182>, and the ESOS Act 2000: <https://www.legislation.gov.au/Details/F2019L00571>

Applicant's signature:

Name: _____ Position: _____

Signature: _____ Date: _____