Education Agent Application Form

Please print in BLOCK LETTERS

Application for consideration to be appointed as an Education Agent.

Please note ALL particulars must be completed. Please enter N/A if not applicable.

COMPANY DIRECTOR

TITLE: ☐ MR ☐ MS ☐ OTHER
Family Name:
Given Name:
Address:
Suburb:
Post Code: State:
Country:
Land Line Number: [Country Code] [Area Code] [Number]
Mobile Number: [Country Code] [Number]
Email Address:
Website

COMPANY PROFILE

Company Name:
Street Address:
Postal Address:
Suburb:
Post Code: State:
Country:

COMPANY BACKGROUND

Business Registration Number (ABN) (in Australia) :
Business Registration Certificate(if offshore) :
Details of registering and Country and Authority:
Business Profile/Strategic plan: Please email to international@waifs.wa.edu.au

Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?
Key business Activities (list):
Year Founded:
Years as an Education Agent: No of Staff:
EATC Training (PIER Online):   Y / N   IF yes please email certificate to international@waifs.wa.edu.au
No of Offices (Locations): Please List
No of Sub-Agencies: Please List
Associations/affiliations with other relevant organisations (List):
Associations with any local authorities/ governments/ councils/ etc. (List):
China Approval (only for agents located in China): Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Provide details:

PERFORMANCE

Number of Students send abroad each year:
Proposed number of students sent to WAIFS in the next year:

MARKETING

Please indicate the geographical territory you will service:
Provide description of your target market, trends, demands etc:
Proposal for promotional activities and marketing in the territory:

SERVICE FEES AND CHARGES

What services do you provide for students:

REFERENCE 1

Please provide details of any fees you charge students:
TITLE: ☐ MR ☐ MS ☐ OTHER
Company Name:
Company Contact and Position:
Address:
Suburb:
Post Code: State:
Country:
Land Line Number: [Country Code] [Area Code] [Number   ]
Mobile Number: [Country Code] [Number   ]
Email Address:
Website:

REFERENCE 2

TITLE: ☐ MR ☐ MS ☐ OTHER
Company Name:
Company Contact and Position:
Address:
Suburb:

Post Code:	State:
Country:	
Land Line Number: [Country Code] [Area Code] [Number]	
Mobile Number: [Country Code] [Number]	
Email Address:	
Website:	

Have you attached the following with your application?	Tick
Reference contact details for other Registered Training Organisations/Higher Education Institutes	
Business Registration Certificates	
Relevant training certificates e.g. PIER online	
Certificates of membership of professional associations e.g. AAEIR in India	
Business Proposal	

DECLARATION

I am interested in representing WAIFS as an education agent and by completing and sending this form I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the DIBP website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the DEEWR website.

I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant standards.

Signature:……………………………………………………………………. Date:…………………………………………..

Full Name:…………………………………………………………………… Position:…………………………………...

Code of Conduct

The Code outlines a number of standards for agents to follow in an effort to maintain high professional standards in the marketing and delivery of education services and which safeguard the interests and welfare of students. There are two main areas of the Code of Conduct are:
1) Institute Responsibilities
2) Agent Responsibilities

1) Institute Responsibilities

The West Australian Institute of Further Studies fosters and maintains a learning environment that is conducive to the success of all students.

The West Australian Institute of Further Studies undertakes to market all education and training products with absolute integrity, accuracy and professionalism.

In the provision of information, The West Australian Institute of Further Studies will make no false or misleading comparisons with any other provider or course.

The West Australian Institute of Further Studies will provide accurate, relevant and up to date marketing information to agents and students prior to making an application and enrolling in the Institute.

2) Agent Responsibilities

1) The Education agent is aware of their responsibilities as defined in the National Code 2007 and in particular that in representing the Institute the Education Agent acts as a servant of the institute, 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 as they may occur from time to time.

2) 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 published by the West Australian Institute of Further Studies.

3) The Educational Agents agrees to ensure that all student selection decisions comply with equal opportunity legislation.

4) 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.

5) The Educational Agent undertakes to follow the application and enrolment procedures as published by the West Australian Institute of Further Studies and to make available all original applicant documentation to the Institute upon request.

CRICOS No: 03188C | RTO No: 52128

6) 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.

7) In representing the West Australian Institute of Further Studies (WAIFS), the Education Agent, agrees to abide by Items 1) to 7) of the Agent Responsibilities as contained within the Education Agent Code of Conduct.

Signature:………………………………………………… Date:………………………………………..

Full Name:……………………………………………….. Position:………………………………..

By completing and sending this form, I confirm to have read, understood and agree to abide by the West Australian Institute of Further Studies Education Agent Code of Conduct and National Code 2007 as outlined above.