



EDUCATION AGENT APPLICATION FORM

Instructions to Applicant

Thank you for considering MEGT Education Group providers as potential associates in business and the education of your clients. If you decide to apply to become a registered MEGT Education Group agent please:

1. complete all sections in this application form
2. make two copies of the application form and all accompanying documents
3. provide a certified copy of proof of business registration from your country
4. send the application form and certified copy of all supporting documents to
5. provide all of the information to MEGT Education Group in English or translated into English.

Email address: robert.parsonson@megt.com.au

Postal address: International Sales and Marketing Manager
MEGT Education Group
Level 4, 10 Quay Street
SYDNEY NSW 2000 Australia

Please only send copies as MEGT Education Group will retain all documents submitted with this application. **Copies must be certified** from a notary office in your country or by a Justice of the Peace in Australia.

Agent Obligations

Before making an application you should be familiar with the following:

- The Education Service for Overseas Student Act 2000
- The National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students (The National Code 2007)
- Viewed the Education Agent Agreement and other information provided on the MEGT Education Group providers websites

It is also recommended that you view the following websites:

- The Australian Government Department of Immigration and Citizenship (DIAC)
(www.immi.gov.au)
- The Australian Government Department of Education, Employment and Workplace Relations (DEEWR)
(http://www.aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_4.htm)

Ongoing communication and contact details

MEGT Education Group will keep your contact details on a database. This information will be used to advise receipt and the outcome of your application, and for other administrative purposes relating to your business and other business purposes. If your application is successful, the each of the education providers will display your contact details on their website for the benefit of prospective students seeking to find an education agent.

Please advise MEGT Education Group in writing on your official letterhead (email is acceptable) if your contact details change during the period of your application.



Application assessment and approval outcome

The standard processing time for an application is 4 weeks from the receipt of a complete application. If you do not provide all of the information required or provide only partial information, your application may be delayed. Incomplete applications will only be held by the MEGT Education Group for 60 days from the date of advising that the application requires further information. After 60 days your application will be securely discarded.

If your application is approved, MEGT Education Group will send you two copies of the Education Agents Agreement for your signature. You will be requested to sign both copies of the Agreement, retain one copy for your records and send the other to MEGT Education Group together with a Business Plan.

If your application is not approved, the MEGT Education Group will send you a letter via email advising of this outcome, and securely discard your original application.

Application Checklist

Please check all of the following before sending your application documents

- All application form questions answered
- Check that referees from the Industry have been provided (if available)
(It is understood that providing Industry referees may not be possible if you are just commencing your business)
- Proof of business registration provided
- All supporting documents are provided as certified copies
- Viewed the MEGT Education Group Agent Agreement
- Understand ESOS requirements and National Code Standards
- Signature provided on the application form

MEGT Education Group providers are very interested in forming new business relationships and we thank you for taking time to complete this form. Once we have reviewed your application we will contact you to discuss the opportunity of working together.



1. Applicant Details

Are you a company , partnership , sole trader ?

Please provide your certificate of business registration, ABN if operating in Australia

Applicant name: _____

Business trading name: _____

Business registration number: _____

Business registration authority: _____

Business address: _____

Branch office locations: _____

Postal address: _____

_____ Postcode _____ Country _____

Contact name: _____ Contact Phone _____

Contact title: _____

Bus Phone: _____ Fax: _____

Email: _____ Website: _____

Number of years in education consulting business: _____

Have you ever traded under any other name? Yes No *If yes, please provide information*

Number of staff in student section: _____

Number of students placed in Australian VET sector _____ last year _____ previous years

What training have you or your staff undertaken in regard to International recruitment?

Detail membership of professional associations: _____

Do you charge a student service fee? Yes No

What services do you provide to students? _____

Are you a registered migrant agent? Yes No

What are your marketing activities? _____



Number of students referred to Australian educational institutions over the past 3 years? _____

High School ____ ELICOS ____ TAFE/VET ____ Undergraduate ____ Postgraduate ____

Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.

2. Details of key Directors and Employee/s

Name: _____ Position: _____

Background, qualifications and previous experience: _____

Name: _____ Position: _____

Background, qualifications and previous experience: _____

Name: _____ Position: _____

Background, qualifications and previous experience: _____

3. Understanding of and compliance with ESOS requirements

Are you prepared to regularly monitor The Australian Government Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au)? YES NO

Are you prepared to regularly monitor The Australian Government DEEWR and AEI website (www.aei.gov.au)? YES NO

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students? YES NO



Please list the main responsibilities of Agents under the National Code

How will you comply with these obligations?

Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? YES NO

Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DIAC website?

YES NO

Are you prepared to comply with all requirements of MEGT Education Group providers regarding advertising and course promotional material, application procedures and providing information to students? YES NO

4. Description of potential market

From which geographical area/s will your potential market come?

Please describe any strengths you have in these regions

Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary.

Which subject areas do you believe would be of interest to prospective students in your region or area?



Why do you say this?

5. Proposal

Please outline the support services you can offer to students

What do you believe is the most effective marketing strategy to employ in your particular area, region or market?

What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

Why did you choose to represent the MEGT Education Group providers and what do you think are our strong points?

Please use the space provided below to include any other information you consider to be of importance to this application.



Have you or any of your company directors, principals or key staff had convictions for criminal offences? *If yes, please attach a separate explanation* Yes No

Is there any current or past legal proceeding pending against your company directors, principals or key staff ? *If yes, please attach a separate explanation* Yes No

Please list the names of three (3) referees in international education who can vouch for you and your company's standing and their contact details.

Name: _____
 Position: _____
 Company: _____
 Email: _____
 Fax: _____
 Phone: _____ Mobile: _____

Name: _____
 Position: _____
 Company: _____
 Email: _____
 Fax: _____
 Phone: _____ Mobile: _____

Name: _____
 Position: _____
 Company: _____
 Email: _____
 Fax: _____
 Phone: _____ Mobile: _____

Declaration

I (print name) _____ a legal representative of

(Organisation name) _____, agree that the information that I have provided herein to MEGT Education Group is true and correct at the time of submission. I understand that the MEGT Education Group will make an assessment of this organisation's ability to be engaged as an Education Agent based on the information that I have provided.

Signed: _____ Date: _____



Position: _____