



AGENT APPLICATION FORM

Please complete all sections of this form and return to the Marketing Department. An incomplete application may delay the approval process.

BUSINESS INFORMATION (Please attach a copy of your certificate of registration of a company)			
Registered Business Name			
Local Trading Name		ABN/ACN	
Operational / Street Address			
Town / City			
State		Post Code / ZIP Code	
Country		Contact Number	
Email Address		Website	
Postal Address (if different from street address)			
Town / City		Country	
State		Post Code / ZIP Code	
PRINCIPAL CONTACT INFORMATION (the most senior individual in your business)			
Title		Position / Job Title	
First Name		Family Name	
Email Address		Landline Telephone	
Country		Fax	
CONTACT PERSON (the person with whom we will have most contact)			
Title		Position / Job Title	
First Name		Family Name	
Email Address		Mobile Number	
Landline Telephone		Fax	
Migration Agent Registration Number		Education Agent Registration Number	



BANK DETAILS (for commission / marketing fee payments)								
Bank Name								
Branch Name								
Bank Address								
Account Name								
Account Number								
Sort / Branch Code		Swift Code						
COMPANY DETAILS								
What is your core business or principal trading activity?								
Is the company a member of the following?	<input type="checkbox"/> IKPII Indonesian International Education Consultant's Association							
	<input type="checkbox"/> VIECA Vietnamese International Education Consultant's Association							
	<input type="checkbox"/> TOSA Taiwan Overseas Study Association							
	<input type="checkbox"/> TIECA Thai International Education Consultant's Association							
	<input type="checkbox"/> AAERI Association of Australian Education Representatives in India							
	<input type="checkbox"/> SAIELTA South Asian International Education & Language Travel Association							
	<input type="checkbox"/> JAOS Japan Association of Overseas Studies							
	<input type="checkbox"/> BELTA Brazilian Educational and Language Travel Association							
<input type="checkbox"/> Others (please specify) _____								
If required, do you have the appropriate license / registration to operate? (Please provide details)								
Do you have any branch offices? (Please provide contact details)								
Do you have any sub-agents? (Please provide contact details)								
Please tell us why you want to represent Veritas? What aspects attract you/ your markets?								
STUDENT RECRUITMENT DETAILS								
How long has the company been involved in the recruitment of international students?								
How many students did you recruit to these sectors in Australia last calendar year?	ELICOS		VET		Higher Education		Other	



From which countries do you wish to recruit students for our college?	
Please advise names of other institutions you are currently representing	
List the courses you promote/enroll students into	
Have you or any of your staff ever visited Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What media do you use for advertising?	
What type of promotional activities do you undertake relating to education?	
Over each of the next 4 quarters, how many students would you expect to refer to our college?	
SERVICES PROVIDED TO STUDENTS	
<input type="checkbox"/> Student counselling <input type="checkbox"/> Visa Application <input type="checkbox"/> Pre-departure briefing <input type="checkbox"/> Follow up with parents <input type="checkbox"/> Airport Pick-up <input type="checkbox"/> OSHC <input type="checkbox"/> Travel Itinerary Assistance <input type="checkbox"/> Accommodation <input type="checkbox"/> Other, please specify _____	
Do you charge students additional fees for the above services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
AGENT COMPLIANCE	
Have you and your staff completed the Education Agents Training Course which is available on www.pieronline.org ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code as an Education Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly monitor the Department of Home affairs (DHA) website https://www.homeaffairs.gov.au/ and the Department of Education website https://www.education.gov.au/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand the education agent code of ethics? https://internationaleducation.gov.au/news/latest-news/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full-time?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Are you prepared to comply with the requirements of Veritas Institute Australia regarding the application procedure, course materials and to provide accurate information to students?

Yes

No

REFEREES

1st Referee	Institution	
	Contact Name	
	Position	
	Email	
	Telephone	
1st Referee	Institution	
	Contact Name	
	Position	
	Email	
	Telephone	

AGENT DECLARATION

I agree to the personal information

- Being Recorded in PRISMS. This may include my name, business email address, phone number and address;
- Accessed by the Australian Government Department of Education and Training, Department of Home Affairs and other Commonwealth agencies that access PRISMS;
- Used to administer or monitor compliance with the Commonwealth legislation e.g. Education Services for Overseas Students Act 2000, Migration Act 1958; and
- Disclosed by the Australian Government Department of Education and Training to other Australian Government entities (including, but not limited to ASQA and TEQSA), education institutions and publically. The Australian Government Department of Education and Training will share individual agents' performance publically as aggregated data (but will not identify agent – provider relationships). Agent-provider relationships will only be identified when data is shared with education providers and other Australian Government entities.

I also agree to personal information that Australian Government Department of Education and Training currently holds in PRISMS regarding myself and any other personal information that the department may collect in future being disclosed as described above

Authorised Person Name		Position	
Authorised Person Signature		Date	



VERITAS INSTITUTE AUSTRALIA'S DECLARATION

As one of our applicants and prospective agent, we strongly encourage you to allow the disclosure of outcome data as the Australian Government Department of Education and Training believes it will help in improving the performance of all education agents working with Australia. Under the Australian Privacy Principles (Principle 5) we are required to take steps to notify you that the disclosure of information is planned and give you the opportunity to opt-out by requesting that Veritas Institute Australia NOT

have access to your enrolment outcome data. If you do not want your data disclosed, you will need to inform us of your decision to opt out of this Australian Government initiative.

I declare that Veritas Institute Australia has taken reasonable steps to notify the applicant of the matters contained in Australian Privacy Principles similar to the above.

Veritas Authorised Representative Name		Position	
Veritas Authorised Representative Signature		Date	

EDUCATION AGENT APPLICATION GUIDELINES

BEFORE APPLYING, YOU MUST ACCESS THE FOLLOWING INFORMATION AND READ IT

- Education Services for overseas Students (ESOS) Act 2000
- Veritas Institute Australia's Website
- Veritas Institute Australia's Student handbook and Prospectus
- Veritas Institute Australia's Marketing Policy & Procedure, Engaging and Monitoring Education Agents Policy & Procedure
- National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students
- The Department of Home affairs (DHA) Website: <https://www.homeaffairs.gov.au/>
- The Department of Education Website: <https://www.education.gov.au/>

APPLICATION

Please complete the form to the best of your ability along with the following documents:

- Company Profile
- Provide Supporting documents (Certificates etc.)
- Provide proof of business registration from your country
- Provide the contact details of two (2) referees

SENDING YOUR APPLICATION

Send via email to: marketing@veritas.edu.au / info@veritas.edu.au

APPLICATION PROCESS

The Standard processing time for an application is two weeks from the receipt of a complete application. Please do not hesitate to contact our marketing department after the two-week period is over to check on the outcome of your application. If your application is refused, we will not review a new application for a minimum of 12 months.