



APPLICATION FOR APPOINTMENT AS AN AGENT FOR HILLCREST CHRISTIAN COLLEGE

Please complete this form if you wish to be considered for appointment as an education agent for Hillcrest Christian College.

TERRITORY IN WHICH THE AGENCY IS TO OPERATE:

(Insert country or geographic region): _____

AGENT BUSINESS DETAILS: (Please attach your company profile)

Company Name: _____

MARA Registration No (if applicable): _____

ABN (Australian Business Number) (if applicable): _____

Full Address: _____

Postal Address: _____

Email Address: _____

Phone No: _____

Website: _____

If the business is not conducted through a registered company, please indicate the nature of the business structure (e.g. sole trader, partnership)

AGENT BUSINESS PROFILE

Number of years in existence: _____

Name of Principal/Owner: _____

Number of Staff: _____

DETAILS OF KEY STAFF MEMBERS AND/OR COLLEGE CONSULTANTS:

1. Name: _____
Area of Responsibility: _____

2. Name: _____
Area of Responsibility: _____

OFFSHORE OFFICES LOCATION AND DETAILS:

Full Address: _____

Postal Address: _____

Telephone No: _____ Fax No: _____

Email Address: _____

Website: _____

SUB-CONTRACTORS LOCATION AND DETAILS:

Full Address: _____
Postal Address: _____
Telephone No: _____ Fax No: _____
Email Address: _____
Website: _____

LOCATION AND DETAILS OF OFFSHORE PARTNERS:

Full Address: _____
Postal Address: _____
Telephone No: _____ Fax No: _____
Email Address: _____
Website: _____

FAMILIARITY WITH AUSTRALIAN EDUCATION INDUSTRY

Are you familiar with the ESOS Act: Yes No
Are you familiar with the National Code: Yes No
Have you completed the Education Agent Training Course (EATC): Yes No
Do you have an understanding of Simplified Student Visa Framework (SSVF) Yes No
Do you have an understanding of Australian international education system Yes No
Do you have an understanding of the [Education Agent Code of Ethics \(ACE\)](#) Yes No

MARKETS FROM WHICH YOUR AGENCY WILL RECRUIT STUDENTS

State the countries you will be recruiting your students from:

PROFESSIONAL ORGANISATIONS

Please list professional organisations of which your Company is a member:

SERVICES

Please list the ongoing services you will provide to enrolled students and the College:

RECRUITMENT HISTORY

How many students have you recruited to Australian Schools in the last 12 months?

FEES

List ongoing fees or commission charged to students/parents for processing applications and the ongoing support:

REFEREES

Please provide the names and contact details for two (2) referees:

a) An Australian or New Zealand College

Name: _____ Telephone No: _____

Email Address: _____

b) Another Australian or New Zealand College

Name: _____ Telephone No: _____

Email Address: _____

Please include a copy of the Company prospectus or marketing brochures.

Signature: _____

Printed Name: _____

Signatory's position (e.g. Director): _____

Date: _____