



AGENT APPLICATION FORM

Offshore Agency

Onshore Agency

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

A. PERSONAL INFORMATION

What is type of business is your agency?

- a sole proprietor
- a partnership
- an incorporated company

Name of proprietors:
 Name of partners:
 Registered company name:
 Trading name (if applicable):
 Number of Directors:
 Place of registration:
 Date of Registration:
 Australian Business Number (ABN):
(or equivalent registration number)
 MARA no:

QEAC no:

Office Address

Street Address

Country:

Postal Address

Country:

Email address:

Telephone:

Fax:

Emergency contact person:

Website:

Name of your Chief Executive Officer/ Director: Mr Miss Ms Dr

Given Name:

Surname:

Name of you main contact officer: Mr Miss Ms Dr

Given name:

Surname:

Telephone:

Mobile:

Fax:

Email:

B. YOUR BUSINESS PROFILE

How many offices/representative offices do you have and where are they located?

Are you a member of any agent association or professional industry body? Yes No

| Name of Association | Years |
|---------------------|-------|
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Which courses are your clients most interested in? (Please tick relevant boxes)

Vocational Education Academic English

Other:

Which Australian education institutions do you currently represent?

| Name of Institution | How many years have you represented this institution? | Total number of students recruited to this institution? |
|---------------------|---|---|
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Which education institutions do you represent for countries other than Australia?

| Name of Institution and Country | How many years have you represented this institution? | Total number of students recruited to this institution? |
|---------------------------------|---|---|
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If appointed as an Agent for Western Sydney College, how many students will you aim to recruit in the first year?

State briefly how you plan to recruit students to the courses offered by Western Sydney College?

Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?

How many year experience you have in Australian education Sector?

Are you member of PIER?(Please send me the certificate copy)

Are you member of AAERI (India) or ECAN (Nepal)? (Please send me the certificate copy)

A comprehensive marketing plan including strategies to be employed to ensure students recruited by the agent are genuine and meet entry and financial requirements



C. YOUR REFERENCES

Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.

Referee 1:

Name: Company: Position:
Phone: Address:
Email Address:

Referee 2:

Name: Company: Position:
Phone: Address:
Email Address:

Referee 3:

Name: Company: Position:
Phone: Address:
Email Address:

D. DECLARATION BY AGENT

I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Western Sydney College to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Western Sydney College in accordance with National Code 2007 and VET Quality Framework (VQF) including standards for NVR.

Authorisation Signature: Date:
Name of Officer: Position:

RETURN COMPLETED APPLICATION TO:
WESTERN SYDNEY COLLEGE 55 High Street Parramatta NSW 2150
Email: info@wsc.nsw.edu.au | Tel: (+61) 02 8628 7973

APPLICATION CHECKLISTS

- Application form completed and signed
- Evidence of business registration attached
- Completed and signed Agent Agreement attached

OFFICE USE ONLY

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|---------------------|--|-----------------------------------|----------------------------------|-------|--|
| Referees checked by | | <input type="checkbox"/> Approved | <input type="checkbox"/> Refused | Date: | |
| Approved by: | | <input type="checkbox"/> Approved | <input type="checkbox"/> Refused | Date: | |
| Comments | | | | | |