Education Agent Application Form

Thank you for considering Central College as a potential business associate. If you decide to apply to become a registered Central College agent, please:

- complete all questions in this application form
- provide proof of business registration from your country such as a certified copy of business registration
- Send the application form and supporting documents to the following address by post or email

  Central College
  2/61 Jerrabomberra Avenue, Narrabundah, ACT 2604
  Email: marketing@centralcollege.edu.au

- All of the above information must be in English or translated into English from a notary office or Justice of the Peace in your country.
- Please send the certified copies only as Central College will retain all documents submitted with this application
- Remember to keep a copy of this application for your files

AGENT OBLIGATIONS

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

- Education Service for Overseas Student Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Central College Website www.centralcollege.edu.au

It is also recommended that you visit:

Department of Home Affairs website https://www.homeaffairs.gov.au/
Department of Education website https://www.education.gov.au/

ONGOING COMMUNICATION

Central College is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. Central College will also display your contact details on the college website for the benefit of prospective students seeking to find an education agent.

CHANGE OF CONTACT DETAILS

- Please keep your business contact details updated at all times.
- Central College cannot be responsible for any delays caused by business contact changes without proper notification.
- To update your business contact, please email marketing@centralcollege.edu.au

APPLICATION ASSESSMENT AND OUTCOME

The standard processing time for an application is 1 to 2 weeks from the receipt of a complete application. If you do not provide all the information required or provided only partial information, your application may be delayed.

Incomplete applications will only be held by Central College 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, Central College will:

- send you two copies of an Education Agents Agreement for your signature.
  (You will be requested to retain a copy for your records and send the other to Central College)

If your application is not approved, Central will:

- send you a letter via email advising of this outcome, and securely discard your original application.

Company or Business Name:

Country or Countries you will recruit students from: (include 'Australia' if you have an office or staff in Australia)

Name of signatory for contracts:

Signatory's position within company e.g. Managing Director:

Name to which commission payments will be made:

Registered address of company or business:

Country: **Post Code:**

Address for correspondence (if different to above):

Official Contact Details (to be published on our website for student use):

Primary Telephone (including country code and area code):

Secondary Telephone:

Primary Email:

Secondary Email

Primary Contact Person:

Direct Phone Number

Email

Contact Details for Central College use:

Managing Director:

Direct Phone Number

Email

References

Reference 1	**Reference 2**
Name:	Name:
Company:	Company:
Telephone:	Telephone:
Email:	Email:

I provide the following information in support of this application:

- ☐ Names and contact details of referees
- ☐ A list of institutions currently represented by my company
- ☐ A list of student numbers that my company currently recruits each year for Australian Institutions
- ☐ A detailed company profile including all business names used
- ☐ Certified copies of registration papers/licenses

Director Name

Director Signature

Date