

AGENT APPLICATION

Please complete your application in Block Letters. Please attach your company profile and any other information you consider to be of importance to this application.

COMPANY DETAILS

Company Name/Legal Name:

Trading Name (If Any):

Type of Legal Entity: ☐ Sole Trader Pty Ltd ☐ Company Ltd Company ☐ Trust Partnership ☐ Other:

If Registered Australia, ABN:

ACN (If Any):

Overseas Entity Registration Number:

Business Address:

Phone:

Fax:

Email:

Website:

Business Activities:

Years in Existence:

Number of Staff/Counsellors:

DETAILS OF KEY DIRECTORS AND EMPLOYEES

1. Name: Position:

Qualification and Previous Experience:

2. Name: Position:

Qualification and Previous Experience:

Please list other education institutions or Universities you have represented or currently represent in Australia or another country

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PERFORMANCE

The total number of students referred to Australian education institutions over the past 2 years. High School & ELICOS Courses:

..... Vocational Course: Undergraduate Course: Postgraduate Course: How many Australian education institutions

are you currently representing:

Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code 2018. Please attach additional information such as company flyers etc. if required.

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THE PERFORMANCE COLLEGE

Have you or any of your staff completed the Education Agents Training Course (EATC) available through www.pieronline.org?

☐ YES ☐ NO

If YES, please list who has completed the course.

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students ESOS Act (2000), the National Code (2018) and the ELICOS Standards (2018) as an Education Agent?

☐ YES ☐ NO

Do you regularly monitor the Department of Home Affairs (DHA) website. www.homeaffairs.gov.au and the Department of Education website www.education.gov.au?

☐ YES ☐ NO

Do you understand that The Performance College requires its Education Agents to declare in writing and take reasonable steps to avoid conflicts of interest with its duties as an education agent?

☐ YES ☐ 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?

☐ YES ☐ NO

Are you prepared to comply with the requirements of The Performance College regarding advertising, course materials and application procedures, and provide accurate information to students?

☐ YES ☐ NO

Are you prepared to use material supplied by The Performance College to promote our courses?

☐ YES ☐ NO

Do you have a representative in Australia? If so, please provide the details below

☐ YES ☐ NO

Company Name: Business Address:
Company/Business Reg. No: Phone: Fax:

CONFLICT OF INTEREST

The Performance College must ensure that our Education Agents act ethically, honestly and in the best interest of the student. Therefore, you are required to declare any Conflicts of Interest, this includes for your organisation, owners and any staff working directly with students. Ref: National Code 2018, Standard 4.3.1.

Examples of conflict of interest*:

- When the agents charges services fees to both overseas students and registered training providers for the same service.
- Where an education agent has a financial interest in a private education provider; or
- Where an employee of an education agent has a personal relationship with an employee of the education provider.

*As provided in the Department of Education National Code Fact Sheets

Have you identified any conflicts of interest within your organisation? ☐ YES ☐ NO

If yes provide details below including the names of everyone identified and the applicable Conflict of Interest



DESCRIPTION OF POTENTIAL MARKETS

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?



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Student Services

Please outline the support services you offer to students.

Do you charge students any service fees? If YES, please provide details of what you charge and for what service.

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ACADEMIC REFEREES

Please list the names and contact details of three (2) academic referees.

1. Name of Contact Person:

Institution:.....

Telephone:.....

Email:

2. Name of Contact Person:.....

Institution:.....

Telephone:

Email:.....

DECLARATION

In signing this agreement, you declare that:

I have read and understood the extract from the ESOS Act 2000 Obligations of Agents.

The answers and details provided in this application are true, accurate and complete.

The Performance College is authorised to contact the referees listed to collect information about my conduct and services. I acknowledge and agree to the privacy statement provided below.

Privacy Statement: All information collected, used, or disclosed by The Performance College is confidential and is protected by the Privacy Act 1988 and other relevant legislation. The Performance College policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

The Performance College Pty Ltd | RTO Code: 46069 | CRICOS Code: 04180C

Email: admin@tpc.edu.au | Website: www.tpc.edu.au

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Name of Contact Person: Signature:

Date: Position:

Document Checklist

Document Title	<input type="checkbox"/> YES <input type="checkbox"/> NO
Complete Agent Application Form	<input type="checkbox"/> YES <input type="checkbox"/> NO
Business Profile	<input type="checkbox"/> YES <input type="checkbox"/> NO
ABN Registration	<input type="checkbox"/> YES <input type="checkbox"/> NO
2 Referee Details (preferably education institute from past 2 years)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Statement from the Director of Business on how they plan to promote courses of The Performance College	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please return this form along with supporting evidence to

The Performance College at the below address:

Head Office Address: Level 5, 398 Lonsdale Street, Melbourne VIC 3000

Campus Address: Level 5, 398 Lonsdale Street, Melbourne VIC 3000

Email: info@tpc.edu.au