CANBERRA COLLEGE
OF MANAGEMENT & TECHNOLOGY
RTO 45648 | CRICOS 03880E

Sydney Campus:
L3, 16-22 Wentworth Ave, Surry Hills NSW 2010

Canberra Campus:
L2, 15 Barry Dr, Turner ACT 2612

P: +61 2 9188 1733
E: info@ccmtcollege.edu.au
www.ccmtcollege.edu.au

AGENT APPLICATION FORM

Thank you for considering Canberra College of Management & Technology as a potential business associate. If you decide to apply to become a registered Canberra College of Management & Technology 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

  Canberra College of Management & Technology

  L3, 16-22 Wentworth Ave, Surry Hills, NSW 2010
  L2, 15 Barry Dr, Turner, ACT 2612
  info@cccmtcollege.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 Canberra College of Management & Technology 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 (National Code 2018)
- Migration Agents Regulations 1998
- Agent Code of Ethics (ACE)
- Canberra College of Management & Technology website: www.ccmtcollege.edu.au

It is also recommended that you visit:

- Department of Home Affairs - www.homeaffairs.gov.au
- Department of Education and Training – www.education.gov.au
- Study in Australia - www.studyinaustralia.gov.au

Change of Contact Details

- Please keep your business contact details updated at all time
- Canberra College of Management & Technology cannot be responsible for any delays caused by business contact changes without proper notification.
- To update your business contact, please, contact Canberra College of Management & Technology via telephone or email. Change of contact details can also be provided to Canberra College of Management & Technology staff during personal visits.

Education Agent - Application Form				
Agent Name				
Business Trading Name				
Business Registration Number				
Business Registration Authority				
MARA Code				
Postal Address				
Country				
Business Address (If not the same as postal address)				
Country				
Telephone Contact	Phone		Mobile	
Email Address				

Number of Years in Operation		Number of Staff	

Have your company's staff completed any of the following training programs:
☐ AEI Education Agent Training Course (EATC) – PIER Online ☐ ISANA National Code Tutorial

Does your company provide student visa application assistance?	☐ Yes ☐ No
Does your company provide travel assistance?	☐ Yes ☐ No
Does your company have formal agreements to directly represent other Australian Institutes?	☐ Yes (Please provide details) ☐ No
Does your company affiliated with any other businesses (e.g. migration agents)?	☐ Yes (Please provide details) ☐ No

Number of students that your organisation has referred to Australian education Institutions over the past 3 years							
High School		RTO/ College		University		ELICOS	

What fees does your company charge student for?
List the marketing channels utilised to recruit student to Australia?
Please list the most popular courses you are currently promoting.
Please list the country in which you wish to recruit students on behalf of CCMT.

References	
Please list minimum two (2) referees who can vouch for you and your company's financial standing and their contact details.	
Reference 1	
First Name	
Surname	
Company	
Phone	
Email	
Reference 2	
First Name	
Surname	
Company	
Phone	
Email	

Proposed Agreement		
Are you prepared to enter into an Agreement with the Canberra College of Management & Technology in accordance with International Education Agent Agreement	☐ Yes	☐ No
Full Name		
Signature		
Date		

Checklist		
Please check that you have completed all the following before submitting this form.	Yes	No
All questions answered		
Check that all referees from the industry have been provided (if available) It is understood that providing industry referees may not be possible if you are just commencing your education agency, but referees will be highly considered		
Proof of business registration provided		
Copy of MARA (Migration Agent Registration Authority) Certificate or Qualified Education Agent Counselor Certificate from PIER (Professional International Education Resources) or ISANA National Code Tutorial Certificate		
Understood ESOS requirements		
Signature provided		