



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
Level -2, 15 Barry Drive, 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.cccmtcollege.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:							
<p style="text-align: center;">AEI Education Agent Training Course (EATC) – PIER Online</p> <p style="text-align: center;">ISANA National Code Tutorial</p>							
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	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
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		