

AGENT APPLICATION FORM



CHARLESTON ENGLISH

HOW TO APPLY

Please complete this form and return it to us with the supporting documents. E.g. Company registration certificates, company profile (if applicable) &etc. by email to the college.

**Please note Agent agreement and Agent certificate may take up to 2 weeks from the submission of this form. Please note that if successful, the Agent Agreement will apply for selected Providers only.*

CONTACT US

Brisbane Campus: Level 2, 316 Adelaide St, Brisbane QLD 4000 Australia

T: +61 7 3532 3600

E: info@charleston.qld.edu.au

www.charleston.qld.edu.au

1. Company Details

Agent Name:		
Business Legal Name:		
Business Trading Name:		
ABN/ACN:		
Business Registration Authority:		
Migration Agent Authority Number(MARN):		
Postal Address:		
Postcode: Country:		
Website:		
Is your postal address is different than your business address? Yes No		
How long has your business been operating?		
Number of staff/counselors		
Detail membership of professional associations		
Detail specific International recruitment training undertaken		
Number of students referred to Australian educational institutions over the past 3 years.		
H.School/ELICOS	Undergraduate	TAFE
Postgraduate	RTO	

2. Agent Main Contact Person Details

Title:
Given Name:
Surname:
Position:
Phone:
Mobile:
Email:
Please list any other Insitute /University/Educational Institute you represent

3. Understanding of and complying with ESOS requirements

Do you agree with the following

I am prepared to regularly monitor the Department of Home Affairs (DHA) website.

I am prepared to regularly monitor The Australian Government Department of Education and Training website.

I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

Important Links to Websites

[Department of Home Affairs](#)

[Department of Education and Training Australia](#)

[National Code of Practice](#)

Do you agree with the following

I understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time

I understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DHA website referred to above

I am prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students

I am prepared only to use material supplied by the Institute to describe the Institute and its courses

4. Description of Potential Market

From which geographical area will your potential market come?

China Hongkong Taiwan Thailand South Korea
Indonesia Lao South America Europe
Others _____

From which geographical area will your potential market come?

Onshore Offshore Others _____

Which course areas do you believe would be of interest to prospective students in your region or area?

IT Accounting Hospitality Business
Marketing Travel & Tourism Management
Others _____

Why do you say this?

What is the projected number of students you plan to send in the next six month ?

5. Proposal

Please outline the support services you can offer to students

What is the most suitable time of the year to conduct a visit to your office?

Please use the space provided below to include any other information

Please list the names of two (2) referees who can vouch for you and your company's financial standing and their contact details.

1. Referee Name

From

Contact No.

Email

2. Referee Name

From

Contact No.

Email

OFFICIAL USE ONLY

Received by:

Position:

Supporting Documents Checklist:

Certificate of Company Registration

ABN Registration

Company Profile (if Capable)

Other Document _____

Agreement issue by

Name: _____

Date: _____

Creating RTO Profile

Agent Certificate issue by

Name: _____

Date: _____