Universal English College

EDUCATION AGENT APPLICATION

Thank you for considering Universal English College (UEC) as a business associate. To apply to become a registered UEC 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 marketing@uec.edu.au

Agent Obligations

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

- Education Service for Overseas Student Act 2000 (ESOS Act)
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student (National Code 2018)
- Migration Legislation
- Agent Code of Ethics (ACE)
- London Statement
- Universal English College website – www.uec.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

Ongoing Communication

UEC is required to keep your contact details on a database. This information will be used for administrative issues relating to your business and other business purposes. UEC is required to display your details on the UEC website and to inform ASQA of any arrangements.

Change of Contact Details

- Please keep your business contact details updated at all times to avoid delays and administrative issues.
- To update your business contact, please, simply send the details of any changes to UEC via email.

Application Assessment and Outcome

Application will be processed in 2 working days from the receipt of a complete application. When your application is approved, UEC will send you an Education Agent Agreement for your signature. If your application is not approved, UEC will contact you to discuss this outcome.

COMPANY DETAILS

Registered company name:

Trading name (If different):

Head office address:

Country:

Main email: Website:

Phone: Mobile:

Do you have offices in any other countries? If yes, please list:

What is your ABN (Australian Business Name):

Is your agency registered for GST? ☐ Yes ☐ No

Tax ID/CNPJ (Brazilian agency only):

What are your major business activities?

☐ Education Agency ☐ Travel Agency ☐ Migration Agency

☐ Other (please give details):

Number of years in operation: Number of staff:

PERFORMANCE

Which country do you recruit students from?

Which country do you send students to?

How many students have you sent to Australian education institutions in the past 2 years?

High Schools: ELICOS (English Courses): Vocational courses:

Undergraduate courses: Postgraduate courses:

Please list education institutions you currently represent in Australia:

What memberships do you currently hold in professional associations?

What training have you and your team done in international student recruitment in the past 12 months?

DETAILS OF KEY DIRECTORS AND EMPLOYEES

PERSON 1 (Signatory)

Full Name: Title:

Email:

PERSON 2

Full Name: Title:

Email:

PERSON 3

Full Name: Title:

Email:

UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

Are you prepared to regularly monitor the following websites? • Department of Home Affairs – www.homeaffairs.gov.au • Department of Education and Training – www.education.gov.au	☐ YES ☐ NO
Do you have working knowledge of the National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018) and of your requirements as an 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
Do you understand that you must not make any guarantees about achieving residential status in Australia?	☐ YES ☐ NO
Are you prepared to comply with all requirements set by UEC for advertising and marketing of its courses, application procedures and for providing information to students?	☐ YES ☐ NO

PROPOSAL

Do you offer your students any additional support beyond their enrolment applications, if yes, provide details?

REFEREES

Please list the names of your contacts at two Australian education institutions for whom you have recruited students in the past 12 months. Please notify your referees that UEC will be contacting them to discuss your application.

REFERENCE 1

Full Name: Title:

Name of institution:

Email: Phone:

REFERENCE 2

Full Name: Title:

Name of institution:

Email: Phone:

DECLARATION

In signing below, I declare that all information provided in this application form is complete, correct and true.

Full Name:

Signature:

Date: