



AGENT APPLICATION FORM

All fields are mandatory. Please write in English using BLOCK LETTERS and tick where applicable.

AGENCY DETAIL		AGENCY PRINCIPAL CONTACT PERSON	
Name:		Name:	
ABN/ACN (if applicable):		Position:	
Facsimile:		Email:	
Phone Number:		Phone Number:	
Website:		AGENCY CONTACT PERSON FOR FINANCE MATTER	
Address:		Name:	
		Email:	

COMPANY BACKGROUND	COUNSELLORS DETAILS
The year of establishment of your company:	Number of Education Counsellors:
Specialist in: ! VET ! Higher Education <input type="checkbox"/> High School ! ELICOS	Principal Counsellor:
Main regions of Recruitment:	Number of years of experience of Principal Counsellor in the Education industry:
Number of successful applications in past 12 months:	Number of counsellors affiliated with PIER, ICEF or similar industrial body (please provide individual accreditation number):
Please list 4 institutions that you are currently representing:	
1.	
2.	
3.	Number of Registered Migration Agent (please provide individual MARN):
4.	
Please list all the support services that you offer to prospective students:	

REFERENCES - Please list two institution-contacts that we can contact for reference.			
Reference 1		Reference 2	
Contact Person:		Contact Person:	
Position:		Position:	
Organisation:		Organisation:	
Email:		Email:	
Phone:		Phone:	



DECLARATION

1. Can you ensure that your agency regularly conducts the following actions? Yes \ No
- Monitor regulations and/or any changes as released on the website of Department of Home Affairs (DHA).
 - Implement, monitor and work in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and ESOS Act (Regulations) 2019.
 - Monitor policies and/or any changes as released on the website of Department of Education and Training.
 - Only to use the materials supplied by Melbourne College of Business and Technology in any of the promotion activities.
2. Has anyone in your agency ever:
- Been refused any registration under any law of any country? Yes \ No
 - Engaged or been charged with any offence/activity that subject to any statutory penalty or sanction in any country? Yes \ No
 - Engaged in or to have previously been engaged in, dishonest practices, including: Yes \ No
 - ❖ Deliberately provide misleading or unfounded information, or bogus document to any student, education provider, government authority or other organisation,
 - ❖ Facilitate the enrolment of a student who will not comply with the conditions of their student visa
 - ❖ Provide unethical advice to any stakeholders
 - ❖ Provided immigration advice when not authorised to do so under the Migration Act 1958?
3. Do you have an internal policy to assess whether the prospective client is a genuine student? Yes \ No
- If Yes to any of above statement, please provide details:

I am interested in representing Melbourne College of Business and Technology as an educational agent.
I confirm that all information stated in this Agent Application Form is true and accurate.
I consent to Melbourne College of Business and Technology contacting any of the referees I have stated in this form.
I understand that if my application for an Agency of Melbourne College of Business and Technology is successful, I will be required to enter into and abide by a formal Agency Agreement.

SIGNATURE: _____

POSITION: _____

PRINT NAME: _____

DATE: _____

CHECKLIST AND SUBMISSION

- Completed Agent Application Form
- Certificate of Business Registration

Please forward the above documentations to:
ATTN: Marketing Manager
Melbourne College of Business and Technology
190 Queen Street Level 9,
Victoria, 3000 Australia
Or
Email to enquiry@mcbt.vic.edu.au.