



AGENT APPLICATION FORM

COMPANY INFORMATION

Agent/Agency Name:			
Legal Entity:			
Trading Name:			
Business/Mara/ Registration Number:			
ABN/ACN		GST Registered:	<input type="checkbox"/> Yes <input type="checkbox"/> No

CONTACT DETAILS

Title:				
Given Name:		Family Name:		
Position:				
Email:		Phone:		
Website:		Fax:		
Office Address:	State:	Suburb:	Province:	Country:

AGENT DETAILS

Year founded:		Years as an education agent:	
Organisational Chart: (If available, please attach)	Yes / No	Business Profile/Strategic Plan (If available, please attach)	Yes / No
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, please provide details:			
No. of students recruited to Australian Institutions each year?			
Please list the popular courses amongst your students:			
How do you intend to promote Skyline Institute of Technology (SLIT) in your office?			
How many students do you intend to recruit to SLIT each year?			
No of staff:			
Services provided to students:			
Have you or your staff completed the EATC Training (PIER Online)? http://www.pieronline.org/eatc/ YES <input type="checkbox"/> NO <input type="checkbox"/>			



AGENT DETAILS

List member of Associations:	
Number of offices (locations): (If you have other office(s), please attach a separate page)	
Do you recruit students to countries other than Australia, If yes, please list below:	
Do you represent educational institutions in Australia? If yes, please list below:	
Have you worked / work with sub agents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, what is the name of this agency:

REFERENCES

Min 2 Required	Reference 1	Reference 2
Contact Name(s):		
Organisation:		
Position:		
Email:		
Phone:		
Address:		

DECLARATION

I am interested in representing Skyline Institute Pty Ltd as an education agent and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the Department of Home Affairs (DHA) website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the www.education.gov.au website.
- I have read the National Code 2018 and agree to adhere to the relevant Standards.
- I declare and take all reasonable steps to avoid conflicts of interest with my duties as an education agent of SLIT

Examples of conflicts of interest include, but are not limited to:

- When the agent charges services fees to both overseas students and SLIT for the same service;
- Where an education agent has a financial interest in SLIT; or
- Where an employee of an education agent has a personal relationship with an employee of SLIT.

Please attach a separate sheet to disclose any conflicts of interests

- I declare that I have read AUSTRALIAN INTERNATIONAL EDUCATION AND TRAINING Agent Code of Ethics attached with this application (can download from <https://internationaleducation.gov.au/News/Latest-News/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf>)

Signature: _____ Name: _____

Role: _____ Date: _____

Please forward completed form to:
Skyline Institute of Technology
 Level 8, 310 King Street, Melbourne, Victoria, 3000
 Tel: 03 9125 1661 Email: marketing@slit.edu.au