



AGENT APPLICATION FORM

This form is for use by parties interested in appointment as a marketing agent on behalf of Sydney Institute of Higher Education (SIHE). Appointment as a marketing agent is competitive and made solely at the discretion of SIHE. Applicants who are successful in seeking appointment will be required to enter into a Marketing Agent Agreement and will be subject to meeting performance requirements in accordance with the Education Agents Policy available online at sydneyinstitute.edu.au/policies.

Please email the completed form and supporting documentation to marketing@sydneyinstitute.edu.au

Are you?

Onshore agent

Offshore agent

APPLICANT DETAILS

Agency Name :

Agency ABN :

Any other business name (optional) :

Website :

Contact person Telephone No. :

Agency email address :

Contact person :

Contact person position :

Contact person email :

Contact person Telephone No. :

Main business location :

City/Town/Suburb : Postcode :

State : Country :

Agency other location (optional) :

City/Town/Suburb : Postcode :

State : Country :

BACKGROUND AND EXPERIENCE

Are you currently working as sub-agent of an existing SIHE agent? Yes No

If so, please provide the SIHE marketing agents name

Are you a registered migration agent? Yes No

If so, please provide your Migration Agent Registration Number (MARN)

Has your agency ever had an agreement terminated with any education provider Yes No

If yes, please provide details

What year was your agency established

Number of employees

Please list the countries that your agency currently represents

Primary country

Secondary country

Any other countries

How long have you been recruiting international students to Australia?

How many students did your agency send to Australian in the past 12 months

Select the main educational sectors your agency represents?

Universities HEP VET ELICOS Secondary School Non-award

Please list the names of the primary Australian education providers you currently represent

How many students do you plan to send to SIHE in the next 12 months

Does your agency have written agreements to work with any sub-agents?

Yes No

If so, please attach a list of all sub-agents including the agency name, agency website, details of the term of their appointment, contact name and contact information.

REFERENCES

Please provide two (2) references of Australian education providers you currently represent.

Reference 1

Name of Referee :

Position :

Institution name :

Referee email address :

Referee contact number :

Reference 2

Name of Referee :

Position :

Institution name :

Referee email address :

Referee contact number :

APPLICANTS DECLARATION

I declare that:

- the information provided by me in the application is true and correct.
- I am aware of the responsibilities and obligations of an “agent” as defined in Section 5 of the ESOS Act and confirm I have adequate resources and sufficient experience to comply with these requirements.
- I confirm that I have all the necessary registration, accreditations, and permissions to act as an agent in all the territories in which I operate.
- I agree to abide by the terms and conditions of the SIHE’s policies including the Privacy Policy available online at sydneyinstitute.edu.au/policies.
- I consent to SIHE contacting any of the referees I have nominated and for SIHE to collect information as required.
- I understand that SIHE is under no obligation to make any offer of appointment as a marketing agent
- I understand that if my application for appointment as a marketing agent is successful, I will be required to enter and abide by a formal agency agreement and undergo an induction before I can refer any students to SIHE

Name of applicant

Signature of applicant Date

DOCUMENTS CHECKLIST

Please attach the following documents to support your application:

- Copy of business registration details
- A profile outlining your agency’s services and credentials
- A proposed marketing plan of how you intend to recruit students for SIHE
- Where applicable, a list of all sub-agents including the agency name, agency website, details of the term of their appointment, contact name and contact information