

Education Agent Application Form

Please read the following information carefully:

Before making an application you should access the following information and read it: Education Service for Overseas Student Act 2000, National Code of Practice for Registered Authorities and Provision of Education and Training for overseas Students, Loura Business College website. It is also recommended that you visit: Australian Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au) & Australian Department of Education Science and Training website (www.aei.dest.gov.au/AEI/ESOS/)

Application

If you decide to apply for Loura Business College agent, you have to complete this application form by answering all the questions.

The completed application with attachments should be send to:

Marketing Manager,
Loura Business College
Level 3, 25 George Street
Parramatta 2150 NSW
Australia

Communication

The Marketing Manager will keep your contact details on LBC's database and may contact you and the references you provided in the application form during the process. LBC will also use your business address and email address mentioned in the form to communicate with you for the purposes of notifications and applications.

Assessment

The standard processing time for an application takes up to 2 weeks from the receipt of a completed application. If you do not provide all of the information required or provide partial information, your application may get delayed significantly.

If your application is approved, the Marketing Manager will Issue an agent agreement for your signature.

Documentation required with this application

- Business Profile
- Proof of Business Registration
- Education Agent Training Certificate (If Applicable)

1. Company Details

1. Company Name: _____

2. Address: _____

3. Business Registration Number: _____

4. Background, qualifications and previous experience:

5. Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country:

1. _____
2. _____
3. _____
4. _____

6. Number of students referred to Australian educational institutes over the past 1 year

2. Compliance with ESOS and relevant regulations

Please list the main responsibilities of Agents under the National Code

1. Do you agree to regularly update your company on Australian Department of Immigration and Citizenship (DIAC) website (www.immi.gov.au)?

Yes No

2. Are you willing to regularly monitor Australian Department of Education, Science and Training website (www.aei.dest.gov.au AEI/ESOS/)?

Yes No

3. How much is your student services fee AUD? _____

4. What procedures does your organisation follow to ensure that you maintain accurate information on student visas and the education system in Australia and relating legislation?

5. What process does your company undertake to ensure that the company remains ESOS compliant?

6. What procedures does your company follow to ensure authenticity of the financial / other documents lodged?

7. What steps does your corporation follow to ensure that students understand that they are coming to Australia on a student visa and must have a primary purpose of studying and must study full time?

8. Do you agree to not to make any guarantees to the prospective students about achieving residential status in Australia as an outcome of their studies.

Yes	No
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(Whereas you can always suggest the student to go through the official Australian immigration department website: www.immi.gov.au)

3. About your business

1. From which geographical area will your potential market come from?

2. Please describe any strengths you have in these regions to justify your choice.

3. Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students ?

Yes	No
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4. Do you agree to use material supplied by Loura Business College to describe the Loura Business College and its courses ?

Yes No

5. Do you have (e-visa) facility for assessment level 2 - 4 applicants?
(Internet lodgment of student visa applications is available to students who are resident from the following countries; China, India, Indonesia, Thailand)

Yes No

4. Marketing & promotions

1. How would you distinguishably promote LBC apart from other Institutions you represent?

2. What do you believe is the most effective marketing strategy to employ in your particular area, region or market?

3. What support services do you require from LBC in order to promote LBC?

4. How many students do you think you will be able to recruit for LBC in the first year?

5. What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to

6. Please include any other information you consider to be of importance to this application.

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7. Please list the names of two checkable referees from Australian education industry with the valid email address and telephone number.

Institute name : _____ Address: _____ Contact Person: _____ Email address: _____ Contact number with area code: _____ Fax number: _____
Institute name : _____ Address: _____ Contact Person: _____ Email address: _____ Contact number with area code: _____ Fax number: _____

Signature :

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Signed by (Name): _____

Telephone: _____

Email: _____

For the use of Loura Business College
