

Agent Application & Compliance Agreement Form

AUSTRALIAN GLOBAL INSTITUTE OF TECHNOLOGY

RTO CODE: 46471 | CRICOS CODE: 04394M

AGENT APPLICATION AND COMPLIANCE AGREEMENT

To become an authorised agent of the Australian Global Institute of Technology, complete this form and send it to your contact via return email.

Agency and Agent Details	
Type of Business	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporated company <input type="checkbox"/> Not for Profit
Legal Name of Entity	
Trading Name (if applicable)	
Name of Owner (s)	
Place of Registration	
Date of Registration	
Expiry Date of Registration	
Australian Business Number (ABN) or any equivalent.	
MARA No.	
QAEC No.	
Representing Countries	

Contact : Details	
Name of CEO	
Landline Number	
Mobile Number	
Email Address	
Name of authorised Contact Person	
Landline Number	
Mobile Number	
Email Address	

Head Office Address	
Website	
Name of CEO	
Landline Number	

Agency Profile

Number of Branches:	Location of Branches:
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Type of courses your clients are interested in:

<input type="checkbox"/> General English	<input type="checkbox"/> Academic English	<input type="checkbox"/> Vocational
Education		
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Other:

Industrial / Professional Membership:
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Name of Industrial / Professional Body (e.g. ISEAA, https://www.iseaa.org.au/)	Years of Membership

Representing Australian Educational Institutes		
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Name of Institution:	Years of affiliation:	Number of Students:

Performance

How many students do you aim to recruit for the Australian Global Institute of Technology if appointed as an Agent in the first year:

What kind of student support can you offer to students:

Do you charge any referral fee to prospective students? If yes, please provide details of fees you charge:

Please provide any other information that you believe is important from student and marketing prospective:

Compliance Requirements

Section 1: Legislative and Regulatory Framework

Before applying, you must confirm your understanding of the legal frameworks governing the Australian international education sector. Please review the following primary resources:

- **ESOS Act 2000:** The [Education Services for Overseas Students \(ESOS\) Act 2000](#) provides the legal framework for quality assurance and tuition protection for international students.
- **National Code 2018:** The [National Code of Practice 2018](#) sets nationally consistent standards for providers, specifically [Standard 4: Education Agents](#).
- **Standards for RTOs 2025:** Adherence to [Outcome Standard 4.2](#) (Leadership and Accountability) is mandatory. This ensures ethical conduct, transparency and accurate representation of training and assessment services.
- **Agent Code of Ethics:** All agents must comply with the [Australian International Education and Training Agent Code of Ethics](#).

Section 2: Compliance Checklist & Declarations

<p>Professional Knowledge & Accreditation:</p> <p>Do you hold a current Qualified Education Agent Counsellor (QEAC) certification? Certification is verified through the PIER/ICEF Australia Education Agent Training Course (AEATC).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Do you have a documented understanding of the ESOS Act 2000 and the National Code 2018?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Visa Integrity & Student Briefings:</p> <p>Do you formally brief students on their Student Visa (Subclass 500) requirements, specifically the mandate that their primary purpose in Australia is study and that they must maintain full-time enrolment?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Do you agree to refer students only to the Department of Home Affairs for official immigration and border protection advice?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Marketing & Representation:</p> <p>Do you agree to use only AGIT-approved marketing and course materials and comply with our advertising procedures to ensure accurate information is provided to students?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Do you acknowledge that your performance will be subject to ongoing monitoring and an annual review in accordance with SRTO 2025 Outcome Standard 4.2, and that non-compliance may lead to termination?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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References	
*You must provide at least two (2) references (1 reference should be an Australian Education Provider)	
Name of Referee 1	
Contact Number	
Organisation	
Position	
Email	
Name of Referee 2	
Contact Number	
Organisation	
Position	
Email	


Formal Declaration

I certify that the information provided in this application is true, accurate and complete. I authorise the Australian Global Institute of Technology (AGIT) to contact my nominated referees for the purpose of verifying my suitability as an education agent. I acknowledge that the submission of this application does not guarantee appointment or approval.

In my capacity as an education agent, I commit to the following professional standards:

- **Ethical Conduct:** I will act with integrity, honesty, and in the best interests of overseas students, ensuring I uphold the reputation of Australia’s international education sector.
- **Regulatory Compliance:** I maintain a comprehensive understanding of the Australian international education system, including the Australian International Education and Training Agent Code of Ethics, and commit to fulfilling all obligations under Standard 4 of the National Code 2018. I understand that the [Australian Skills Quality Authority \(ASQA\)](#) requires agent details to be published on the College’s website and registered in [PRISMS](#).
- **Student Guidance:** I will ensure all prospective students understand that their primary purpose for residing in Australia is full-time study. I will refrain from making guarantees regarding permanent residency and will refer all immigration-related enquiries to the Department of Home Affairs (formerly DIBP) website.
- **Professional Integrity:** I will proactively avoid conflicts of interest and adhere strictly to AGIT’s policies and procedures regarding admissions, advertising, and the distribution of accurate course materials.
- **Institutional Representation:** I agree to represent the Australian Global Institute of Technology with the highest level of professionalism, working collaboratively and transparently to support the institution's objectives.

Name of Authorised	
Position of Person	
Signature of Authorised Person	
Date	

OFFICE USE ONLY
Business Profile Date _____
Agent Approved by:
Agent Code:
DOCUMENT CHECKLIST:
Business Registration Certificate 
MARA / QAEC Certificate 