



# Australian College of Culinary and Management Pty Ltd

RTO -45886-CRICOS-04038J

## Education Agent Registration Form

NOTE: Please complete all sections of this form in English. Applications will only be considered when ALL questions are completed, and all supporting documentation is supplied. Please attach translated (if not in English) and certified copies of your business registration certificate(s).

<b>SECTION 1: BUSINESS DETAIL</b>	
<b>Company Name</b>	
<b>Trading Name</b>	
<b>Business Registration Number (country of Origin)</b>	
<b>Australian Business Registration Number (if applicable)</b>	
<b>MARA Registration Number (if Applicable):</b>	
<b>Key contact person(s): (applicant's name)</b>	
<b>Registered Physical address: (include state/region and country)</b>	
<b>Registered Postal address: (include state/region and country)</b>	
<b>Telephone/Mobile:</b>	
<b>Email:</b>	
<b>Website address:</b>	
<b>REFEREES</b>	
Referee 1	Referee 2
<b>Organisation Name:</b>	<b>Organisation Name:</b>
<b>Contact Person Name:</b>	<b>Contact Person Name:</b>
<b>Contact Number</b>	<b>Contact Number</b>
<b>Email:</b>	<b>Email:</b>

<b>SECTION 2: BUSINESS BACKGROUND AND HISTORY</b>
<b>How long have you been in business as an education agent? _____ Years _____ months</b>
<b>Is your office involved in any other business activities other than student recruitment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please provide details)
<b>Which Australian educational institutions do you currently represent? State at least 3 institutions.</b>
1. <input style="width: 90%; height: 25px;" type="text"/>
2. <input style="width: 90%; height: 25px;" type="text"/>
3. <input style="width: 90%; height: 25px;" type="text"/>

Do you have additional offices/branches?  Yes  No (if yes, please provide details below) Office/Branch  
Name: \_\_\_\_\_  
Branch Address and Contacts: \_\_\_\_\_

Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?  
 Yes  No  
If yes, do you ensure such sub-agents and or individuals are aware of and comply with recruitment agent obligations under the ESOS Act and National Code 2018?  
 Yes  No

Which services do you provide to students? (Please tick the appropriate boxes)  
 Student counseling     follow up with parents     Homestay/guardianship  
 English testing     Collecting fees     Visa application  
 Pre-departure briefing     other: \_\_\_\_\_

**SECTION 3: MARKETING AND PROMOTIONAL ACTIVITIES**

How do you propose to promote ACCM ? (Please tick the appropriate boxes)  
 Brochures  Exhibitions  Interns  Education Agent websites  Student seminars  
 Other (please specify) \_\_\_\_\_

How many international students do you recruit each year?  
VET:                       ELICOS:                       Higher Education:

Name up to three destination countries that most of your recruitment comes from:  
1.   
2.   
3.

Name the top 3 courses that students from your agency opt for?  
1.   
2.   
3.

How many students do you expect to send to ACCM Institute each year?

**SECTION 4: DOCUMENT CHECKLIST**

Required documents to be attached		ACCM USE ONLY
Item	Supplied	Approved/Declined by ACCM Marketing Representative

<b>Company information including company profile, organizational chart and marketing profile</b>		
<b>Evidence of business registration</b>		
<b>MARA Certification</b>		
<b>Student testimonials (if available)</b>		
<b>Other supporting documents (e.g. industry associations, memberships, etc.)</b>		
<b>Supporting promotional materials/information provided to international students, including website URL</b>		
<b>At least two referees</b>		
<b>Completed Education Agent Application Form</b>		
<b>SECTION 5: DECLARATION</b>		
<p>I/we declare that the answers and information provided in this application are complete and accurate and that all information pertaining to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.</p> <p>I/We declare that I/we understand all relevant laws and regulations of Australia and of the countries where we recruit students, in particular those laws pertaining to Australian consumer protection, the ESOS Act and the National Code 2018. Also agree to regularly view the Department of Home Affairs website to monitor policies and any changes to the policies.</p> <p>I/We confirm that I/we have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.</p> <p>I/We confirm my/our obligation to always comply with such laws and regulations, including any amendments.</p> <p>I/We confirm my/our obligation to observe appropriate levels of confidentiality and transparency in our dealings with overseas students or intending overseas students and act honestly and in good faith, and in the best interests of the student.</p> <p><b>Applicant's name:</b> _____ <b>Title:</b> _____</p> <p><b>Applicant Signature:</b> _____ <b>Date:</b> _____</p>		
<b>ACCM USE ONLY</b>		
<b>Name of Authorised ACCM Staff:</b> _____		
<b>Signature of ACCM Staff:</b> _____ <b>Date</b> _____		

Please return this completed application and declaration together with all supporting documentation listed above to email.

Australian College of Culinary and Management Pty Ltd, RTO-45886-CRICOS-04038J

Email: [K.rahi@accm.vic.edu.au](mailto:K.rahi@accm.vic.edu.au)

or

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www. <https://www.accm.vic.edu.au/>