



APPLICATION FOR APPOINTMENT AS AN AGENT (EXPRESSION OF INTEREST)

PLEASE WRITE IN BLOCK LETTERS

<i>Registered Business Name:</i>	
<i>Australian Business Number (if applicable):</i>	
<i>Contact person:</i>	
<i>Position in the Company:</i>	
<i>Overseas Business Address (if applicable):</i>	
<i>Business Address in Australia (if applicable):</i>	
<i>Mailing Address:</i>	
<i>Telephone Number:</i>	
<i>Fax Number:</i>	
<i>Mobile Number:</i>	
<i>Email Address:</i>	
<i>Website:</i>	
<i>Other overseas Office Locations (if applicable): Not sub-agents</i>	



AGENT BACKGROUND AND EXPERIENCE

Years in Business:	
Name of Directors:	
No. of international students recruited for study last in 12 months:	
No. of Students Recruited for VET Sector:	
No. of Students Recruited for University (Higher Edu) study:	
To which countries do you send students for study?	
What is your projected number of students you plan to send to Australia in the next six months?	
List the most popular courses you promote now:	
From which countries do you wish to recruit students for <i>Signature Training College</i>?	
Which Australian and/or Overseas institutions do you Represent?	
How much is your student service fee?	



Does the above fee include Fee for an Australian Student Visa?	
Is your office fully resourced student recruitment Centers? (i.e. phone, fax, computer facilities, areas for speaking with potential students & displaying promotional material)	
What marketing strategies you plan to implement to ensure that above goals are met?	

REFEREES

Please nominate 2 referees, including at least one from an Australia or from any Registered Training Organization

Referee 1		Referee 2	
Last name:		Last Name:	
First name:		First Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone:		Phone	
Mobile:		Fax	
Fax:		Mobile	
Email:		Email	
Comments:		Comments:	



SUPPORTING EVIDENCE - DOCUMENT CHECKLIST

(to be attached with Agent Application form, as applicable to your business country)

- ☐ Completed Agent Application Form with relevant information.
- ☐ Certificate of registration of business name or company.
- ☐ Any evidence of business structure or business profile.
- ☐ Any evidence of previous business history and success rate like Institute/University representations.
- ☐ Proof of professional membership e.g. Migration Agents Registration Authority (MARA), Certificate of PIER (QEAC) etc.
- ☐ References from existing Australian institutional partners.

Agent Declaration

I agree to:

- I will act honestly, ethically, and in the best interests of prospective students
- I will provide **accurate and up-to-date information** about Signature Training College and its courses
- I will comply with the **ESOS Act 2000 and National Code 2018**
- I will not engage in misleading or deceptive conduct
- I will ensure all staff involved in recruitment are appropriately trained
- I will not use sub-agents without written approval
- I will cooperate with monitoring and reporting requirements by Signature Training College
- All information provided in this application is true and correct

PRIVACY STATEMENT

Signature Training College collects this information to:

- Assess suitability for agency appointment
- Monitor ongoing performance and compliance

Information will be handled in accordance with Australian privacy laws and will not be disclosed without consent unless required by law.

Agent Name			
Signature		Date	



Please send your completed form and supporting evidence documents to:

Signature Training College

Address: **Suite 1, Level 1, 191 Church Street, Parramatta, NSW 2150**
Suite 2C, Level 1, 1C Grand Avenue, Camellia, NSW 2142

Telephone Number: **1800-STC-EDU (1800-782-338) | 02 8806 3939 | +61 485 835 594**

Email: marketing@signaturetraining.edu.au / operations@signaturetraining.edu.au