



Agent Application Form

AGENT DETAILS

Legal name

Trading name

ABN

Physical address

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Postal address.....

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Website address.....

Telephone..... Fax.....

Email

NAMES AND EMAIL ADDRESSES OF AGENT'S STAFF INVOLVED IN RECRUITING STUDENTS

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When was your company established?	
What is the number of students your recruit each year for Australian Educational Institutions?	
Do you have an overseas office outside of Australia? If so please provide address, telephone number and email.	
What are the nationalities of the students you mainly work with?	
How did you hear about Blue Bay College?	



Referees	
<u>Educational Referee (1)</u>	
Name	
Position	
Organisation	
Address	
Phone	
Email	
<u>Educational Referee (2)</u>	
Name	
Position	
Organisation	
Address	
Phone	
Email	

REQUIRED ATTACHMENTS

1. Evidence of business registration / Agency Registration	<input type="checkbox"/>
2. Evidence of your Complaints and Appeals processes with the student (e.g. policy)	<input type="checkbox"/>
3. Copy of your Refund Policy with the student	<input type="checkbox"/>
4. Sample of current marketing material containing your registration number or other identifier	<input type="checkbox"/>
5. Copy of Written Agreement you have with students that is signed by both yourself and the student, including payment details and/or payment plans	<input type="checkbox"/>
6. List of countries you are currently servicing	<input type="checkbox"/>
7. List of all relevant partnerships, affiliations and agreements including any sub-agent representation agreements.	<input type="checkbox"/>
8. Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), or if you have attended an online Education Agent Training Course (EATC), or other approved Education Agent Training Course or current relevant association memberships.	<input type="checkbox"/>

Blue Bay College Pty Ltd

CRICOS Provider Code: 03647C RTO Provider Code 45272



ASSURANCES GIVEN (please place a tick beside those you warrant and if not, provide a brief explanation as to the reasons you do not)

<input type="checkbox"/>	1. The Agent does not have any conflicts of interest (eg accept fees from both students and RTO for the same service) internal processes they have in place to avoid any such conflicts and ensure transparency in the agents' operations.
<input type="checkbox"/>	2. The Agent assures that they will act honestly and in good faith and always in the student's best interests.
<input type="checkbox"/>	3. The Agent assures that they do not have any past, pending, threatened or potential litigation, arbitration or administrative actions or other disputes against the agency, CEO or other relevant business associate.
<input type="checkbox"/>	4. The Agent assures that they do not offer any incentives to any party that may influence the student's decisions.
<input type="checkbox"/>	5. The Agent assures that they provide appropriate, fair and considered counselling of students including assessing the student's willingness and ability to complete the courses, their understanding of course and provider requirements and awareness of realistic employment and pathway outcomes.
<input type="checkbox"/>	6. The Agent refrains from claiming a direct government endorsement or privileged relationship with a public official or member of the government where one does not exist; including for example the misuse of national brand logos.
<input type="checkbox"/>	7. The Agent maintains strict confidentiality of personal information and ensures this information is not shared with a third party unless consent is given.
<input type="checkbox"/>	8. The Agent has disclosed all relevant partnerships, affiliations and agreements including any sub-agent representation agreements.

Identify which of the above are you unable to provide assurances for and a brief description why not.

Agents signature Date

Name of agent or representative (please print)



ASSESSMENT OF APPLICATION

If your application is approved Blue Bay College will:

- Send you the Education Agent Agreement for your signature.
- Request the signed Agreement to be sent back for processing.

Once the signed Agreement is returned, a Certificate of Representation will be forwarded to you as evidence of registration.

Required attachments or actions (for RTO office use only)

Item	Supplied	Verified	Approved by RTO CEO
Referee check			
Business/Agency registration			
Complaints and Appeals processes			
Refund Policy			
Sample of current marketing material			
Sample Written Agreement with student			
List of countries currently servicing			
List of all relevant partnerships, affiliations and agreements including any sub-agent representation agreements.			
Proof of approved Education Agent Training Course, Association or relevant Professional Development activities.			