



APPLICATION FORM AGENCY REPRESENTATIVE



Nova Institute ofTechnology Level 10, 140 Queen Street Melbourne 3000 Ph: 03 9670 7801 Fax: 03 9670 8726

COMPANY DETAILS

Company Name: Directors Name:

Australian Business Number (ABN) if applicable:

Australian Migration Agency Number if applicable:

Address: (International)

Postcode:

Telephone: Fax:

Address: (in Australia)

Postcode:

Telephone: Fax:

Email address:

BUSINESS BACKGROUND

How long has your business been operating: (If just commenced, please provide a business plan and copy of education agent training certificate. Information is available at <http://www.pieronline.org>)

Number of International students recruited for study in Australia each year:

Services able to provide to students (Please check in appropriate box)

Student Counseling Follow up with parents Pre-departure briefing Airport Pickup Visa Application

Other Please specify:

Do you charge students additional fees for the above services? Yes No

List of other institutions you are currently representing in Australia:

List of countries you operate from:

List the most popular courses you Promote now:

How do you promote international education & how will you promote our Institute?

STAFF BACKGROUND

No. of staff in your company: Counselors: Administration Staff:

What Qualification do they hold?

Have any of these staff studied/worked in Australia? Please provide details:

Have you or any of your counselors ever visited Melbourne or Australia:

REFEREES

Please indicate two referees we can contact, including one from an Australian educational institution you represent

REFERENCE 1

Name: Company:

Position: Address:

Telephone: Fax: Email:

REFERENCE 2

Name: Company:

Position: Address:

Telephone: Fax: Email:

The following requirements are mandatory if your application to be an agent is successful:

- Monitor the Australian Department of Immigration and Citizenship's (DIAC) website <http://www.immi.gov.au/>. This web site will keep you informed of any changes to student visa regulations.
- Monitor the Department of Education, Employment and Workplace Relations' webpage <http://aei.gov.au/AEI/ESOS/default.htm>. This web site gives you access to the Education Services for Overseas Students (ESOS) Act 2001. Some parts of the Act relate to agents and their dealings with overseas students. Nova Institute requires agents to be familiar with this legislation.
- Adhere to The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. The code of practice includes clauses related to agents' behaviour.
- You must become familiar with Nova Institute's products and services. Some information is available in the current student handbook. More comprehensive information can be obtained from the Institute's website <http://novainstitute.net.au/>
- Access information on the Australian Education System, particularly the Vocational Education and Training Sector via the following webpage - http://dest.gov.au/sectors/training_skills/
- When conducting business on behalf of Nova Institute you must adhere to the following principles and practices:
 - o Students coming to Australia on a student visa must have a primary purpose of study and must study full time.
 - o You must not make any representations or offer any guarantees about achieving residential status in Australia. However you can refer students to the DIAC website <http://www.immi.gov.au/>.
 - o You must comply with Nova Institute requirements for advertising, application procedures, and providing course material and other information to students.
 - o You must use only those materials supplied by Nova Institute to describe the Institute and its courses.
- If you agree to the terms and conditions you should sign this application. Once your application has been approved an Agent Agreement will be sent to you.

What happens from here?

Your application will be assessed and your referees will be contacted. This process may take 2-3 weeks. If your application is successful we will forward you a copy of the Agent Agreement for the recruitment of overseas students for Nova Institute of Technology for your signature.

I understand that completing this application does not grant my organisation agent status, and that agent status may be granted only after assessment of the application.

I have read the Agent Application and agree to all the specified terms and conditions.

I declare the information supplied is true and correct and agree to abide by Nova Institute requirements, if my organisation's application is successful.

Name of Applicant: Position: Date: