



# TIIS EDUCATION AGENT APPLICATION FORM

## Applicant Details

Please provide a copy of your business profile and attach associated documentation

Name of Company			
Trading Name			
ABN/ ACN			
Name of Principal Contact			
Address in Australia			
Address (offshore) if applicable			
Office Phone		Mobile	
Main E-mail		Website	

## Important Information For All Agents

In accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 4 and other related legislations or Standards, TIIS must:

- Have a written Agreement with each Education Agent they engage with;
- Enter and maintain Education Agent details in Provider Registration and International Student Management System (PRISMS);
- Ensure Education Agents have appropriate knowledge and understanding of the Australian International Education and Training Agent Code of Ethics;
- Ensure Education Agents act honestly and in good faith;
- Take immediate corrective action, or terminate a relationship if an agent (or an employee or subcontractor) is not complying with the National Code; and
- Not accept overseas students from an Education Agent if it knows or suspects that the Education Agent is engaging in unethical recruitment processes.

According to the same Standard, TIIS must have a written agreement with each Education Agent that formally represents their education services and enter and maintain the Education Agent's details in PRISMS. The written agreement must outline:

- TIIS's responsibilities, including for compliance with the Education Services for Overseas Students Act 2000 (ESOS Act) and National Code 2018;
- The requirements of the agent in representing TIIS;
- TIIS's processes for monitoring the Education Agent's activities and ensuring the Education Agent gives overseas students accurate and up-to-date information;
- The corrective actions that may be taken and the grounds for termination of the written agreement with the Education Agent; and
- The circumstances which information about the registered provider may be shared by TIIS and Commonwealth or state and territory agencies

Please, note that it is TIIS's policy to NOT use Education Agents without a completed formal agreement. TIIS and the Education/Referral Agent have agreed that the Education/Referral Agent shall provide services on behalf of TIIS on the terms set out herein.

## Governing Laws

The Education/Referral Agent Agreement is governed by and construed in accordance with relevant Acts Regulations, Standards, Code of Conducts/ethics in Australia.

- ESOS Act 2000
- Education Services for Overseas Students Regulations 2019
- ESOS National Code 2018 Fact Sheet
- Higher Education Standards Framework (Threshold Standards) 2021
- Australian International Education and Training – Agent Code of Ethics.



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This document contains a set of base guidelines governing the responsibilities and accountabilities of each party to the relationship. This document should be read in conjunction with the Education Agents Agreement. These documents outline our responsibilities in contributing to the rights of all stakeholders.

The following questions have been developed to enable us to complete the assessment of your application, please answer the following questions and provide documented evidence where requested:

## 1. What services does your business provide?

## 2. Are you a member of an agent's association in your country or Australia? Provide details

## 3. Provide a list of your staff including their positions and interactions with potential students.

Name	Position	Duties

## 4. What Australian Education Providers do you currently represent? (list minimum 3)

Name of the institution	Period as an Agent for the institution



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## 5. What countries do you recruit students from?

Name of the Country

## 6. What is your estimate of the number of students your company could successfully refer to TIIS over the next 3 years?

Name of the Country	2024	2025	2026

## 7. Has your company ever had its agreement terminated with any Registered Training Organisation or Higher Education Institution? If YES, provide details below.

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## 8. How do you ensure you and your staff keep up to date with legislation relevant to the International Education in Australia? (ie ESOS Act, ESOS Regulations, National Code 2018 etc.)?

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**9. Please provide two (2) referees that we may contact to verify your business services, must be current education providers you deal with in Australia:**

Name of the Referee 1		Name of Institution	
Contact Email		Contact Mobile	
Name of the Referee 2		Name of Institution	
Contact Email		Contact Mobile	

### **Applicant's Declaration:**

I, confirm that the information provided in this application is true and accurate to the best of my knowledge. I authorise TIIS to contact my referees to collect information/details as required.

### **Signed for the Education/Referral Agent**

Name		Position	
Signature		Date	

### **Documents to be attached:**

Name of Documents	Attached
Company registration document	<input type="checkbox"/>
Business name registration document	<input type="checkbox"/>
Migration Agent Registration ( <i>if applicable</i> )	<input type="checkbox"/>
Education Agent Registration ( <i>if applicable</i> )	<input type="checkbox"/>
Other documents ( <i>if relevant</i> )	<input type="checkbox"/>

### **Please note:**

Please submit the completed form to [marketing@tiis.edu.au](mailto:marketing@tiis.edu.au) and the application will be processed within 5 working days from date of receipt of this application.

*In some circumstances, we may need to ask the applicant to agree to an extension of the decision period.*