



1. Company Details

Agent name:	
Business legal name:	
Business trading name:	
ABN/ACN:	
Business registration authority:	
Migration Agent Authority Number (MARN):	

Postal address:	
Postcode :	
Country:	
Business address (if different from Postal Address):	
Postcode:	
Country:	
Website address:	

Telephone contact	
Phone (1):	
Phone (2)	
Fax:	
Mobile:	
Email:	

Please provide a description of your major business activities

Number of years in operation: _____

Number of staff/counselors: _____

New England College of Technology

151 Wellington Road, East Brisbane QLD 4169 Australia

New England College of Technology is a trading name of New England Institute of Technology Pty Ltd

ABN 40 135 331 494 | RTO 31943 | CRICOS 03113M

P | (07) 3891 6433 | F (07) 3891 6433 | E info@nect.qld.edu.au | www.nect.qld.edu.au



Detail membership of professional associations:

Detail specific International recruitment training undertaken

Number of students referred to Australian educational institutions over the past 3 years.

High School & ELICOS	TAFE	Undergraduate	Postgraduate	RTO

2. Details of Key Directors and Employee/s:

Name: _____

Position: _____

Background, qualifications and previous experience: _____

Name: _____

Position: _____



Background, qualifications and previous experience: _____

Name: _____

Position: _____

Background, qualifications and previous experience: _____

Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.

3. Understanding of and complying with ESOS requirements

Are you prepared to regularly monitor the Department of Immigration and Border Protection (DIBP) website (www.immi.gov.au)

Yes No

Are you prepared to regularly monitor The Australian Government Department of Education, and Training website

<https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Act/Pages/default.aspx?>

Yes No

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Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007)?

Yes No

Please list the main responsibilities of Agents under the National Code?

How will you comply with these obligations?

Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?

Yes No

Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DIBP website referred to above?

Yes No

Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students?

Yes No

Are you prepared only to use material supplied by the Institute to describe the Institute and its courses?

Yes No



4. Description of Potential Market

From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.

Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary.

Which subject areas do you believe would be of interest to prospective students in your region or area? Why do you say this?

5. Proposal

Please outline the support services you can offer to students

What do you believe is the most effective marketing strategy to employ in your particular area, region or market?



What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

Please use the space provided below to include any other information you consider to be of importance to this application.

6. 2012 Changes to ESOS Act 2000

In response to the Baird Review introduced in July 2012, what percentage of tuition fees can be collected before course commencement?

Where should pre-paid tuition fees be kept?



Please list the names of three (3) referees who can vouch for you and your company's financial standing and their contact details.

Name _____

From _____

Telephone _____ Email _____

Name _____

From _____

Telephone _____ Email _____

Name _____

From _____

Telephone _____ Email _____



Are you prepared to enter into an Agreement with New England College of Technology?

Signed by: _____

Date: _____

Print Name: _____

Position: _____

Checklist

All questions answered	
Check that referees from the Industry have been provided It is understood that providing Industry referees may not be possible if you are just commencing your business	
Proof of business registration provided	
Supporting documents are certified copies or present originals to be seen	
Understand ESOS requirements	
Signature provided	

Signed by:

Date: / /

Print Name:

Position:

HOW TO SUBMIT THIS FORM

Once completed, please attach to this form a copy of:

- **Certificate of your Business Registration**
- **Migration Agent Authority Number/Certificate**

Once attached, please submit this form to:

The Manager

New England College of Technology

Email: info@nect.qld.edu.au Or by post to *PO Box 3914, South Brisbane BC, QLD 4101 Australia*