

CONTACT DETAILS & BUSINESS PROFILE

Legal name: _____

Business/Trading name: _____

Head office address: _____

Contact name: _____

Phone number: _____

Email address: _____

Mobile number: _____

Website: _____

Director's name: _____

ABN number (if registered in Australia)*: _____ *also attach a PDF copy of your ABN profile from: <https://abr.business.gov.au/>*

**If your business is not registered in Australia, attach government certified documents to confirm your business registration*

MARA number (if applicable): _____ *also attach a PDF copy of your MARA profile from: <https://www.mara.gov.au/search-the-register-of-migration-agents/>*

Please provide details of all branch offices (if applicable), *if you have more than 3 branch offices please attach additional documents with details of all offices*

Address	Email	Phone

Please provide a Business Profile (*years in operations, details of directors and management, staff profile, professional associations and international education trainings completed*) and attach supporting documents to back up your claims

MARKETING & STUDENT RECRUITMENT

Please list educational institutions that you currently represent in Australia, or overseas

What social media platforms does your business use for digital marketing and student recruitment?

Please provide a detailed breakdown of your Australian student visa outcomes from the last 12 months (*i.e. the total number of Australian visas lodged, visas granted and visas refused, as well as reasons for refusal*)

Where will you recruit students from (*i.e. target countries, cities or regions*) and what would be the expected student profiles (*i.e. age and background*)?

Please provide a detailed summary of your marketing plan and student recruitment strategies for the next 12 months – *you can attach additional documents or marketing proposals*

When is the best time during the year for QTHC to visit your office/region and host marketing/student recruitment events?

How many students do you anticipate referring to QTHC over the next 12 months? (*please provide a realistic figure*)

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STUDENT SUPPORT SERVICES

Please outline all student support services you offer – i.e. English testing preparation, flights booking, pre-departure briefings, accommodation arrangement and airport pickup services

Do you have an Australian-based emergency contact or staff to help students with post-enrolment issues or in the case of an emergency? if YES, please provide contact details

If you are based overseas, outline how you could assist students during emergencies and how often you plan to visit Australia to meet and engage with your students

COMPLIANCE

Before submitting the agent application, you understand and agrees to comply with the ESOS Act, National Code 2018, Migration Agents Regulations 1998, Agent Code of Ethics, and all relevant legislations.

Are you prepared to regularly monitor the Department of Home Affairs, Department of Education, Skills and Employment, and Study in Australia websites?

Are you prepared to constantly pursue relevant professional development and training to ensure that you are up to date with the latest updates, trends and compliance requirements?

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REFERENCES

Please provide details of 1-4 referees from Education Institutions in Australia that you currently work with, and have successfully referred at least 1 student to commence within the last 2 years.

1. Institution: _____

Contact name & Position: _____

2. Email address: _____

Address: _____

Mobile number: _____

How long have you been working together: _____

Have you successfully referred at least 1 student to commence within the last 2 years: _____

3. Institution: _____

Contact name & Position: _____

Email address: _____

Address: _____

Mobile number: _____

How long have you been working together: _____

Have you successfully referred at least 1 student to commence within the last 2 years: _____

4. Institution: _____

Contact name & Position: _____

Email address: _____

Address: _____

Mobile number: _____

How long have you been working together: _____

Have you successfully referred at least 1 student to commence within the last 2 years: _____

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To avoid delayed processing, please ensure that all referees are informed and aware

AGENT APPLICATION CHECKLIST

By submitting this agent application, you must ensure that all of the below are satisfied.

- All questions are answered*
- The proof of business registration, supporting documents provided are correct and accurate (if in a foreign language they should be certified and translated to English)*
- Have a clear understanding of, and agrees to comply with the ESOS Act, National Code 2018, Migration Agents Regulations 1998, Agent Code of Ethics, and all relevant legislations.*
- You are familiar with the information outlined on QTHC's website (<https://www.qthc.edu.au>)*
- All referees are informed and aware that QTHC will be in contact for reference checks*

DIRECTOR OR AUTHORISED DELEGATE TO SIGN

I understand and declare that all of the above requirements are satisfied

Name: _____

Signature: _____

Title: _____

Date: ____ / ____ / ____

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