

# Agent Application Form

Application to be appointed as Student Education / Recruitment Agent

ABN: 74 613 055 440 | TEQSA Code: PRV1431 | CRICOS Provider Code: 03836J  
Address: Level 14, 233 Castlereagh Street, Sydney, NSW 2000  
Email: info@sistc.nsw.edu.au



Thank you for your interest in becoming a student education/ recruitment agent for Sydney International School of Technology & Commerce (SISTC). We look forward to discussing this with you further on completion of the application details below.

## Part A - Agent Name

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## Part B - Corporate Details

1 **Contact Person**

2 **Title of Signatory**

3 **Contact Number**

4 **Email**

5 **ABN number for the company** (if registered in Australia)

6 **Company website URL**

7 **Physical address to appear on contract** (PO Box not acceptable)

8 **Address for business matters** (if different from above)

## Part C - Experience and Credentials

1 **In which year did your company first start operations as an education agent?**

2 **Year**

3 **Are you accredited to act as an education agent?**  Yes  No

4 **In which countries are you accredited to provide education services:**  
 Australia  
 Other (please provide documentation in each case)

5 **How many students have you successfully placed (i.e. they commenced studies) with Australian Higher Education institutions in the past two years:**

1 **How many staff are engaged in student recruitment activity?**  
 0 - 5 staff  6 - 10 staff  More than 10 staff

2 **What are the main countries from which you currently recruit students?** (Please specify).  
\_\_\_\_\_  
\_\_\_\_\_

3 **As an education agent, please indicate which services you are able to provide.**  
 Make offers to courses  
 Certify documentation provided by students  
 Assist students with information and applications  
 Assist students with immigration/visa applications  
 Provide careers advice to students  
 Others

## Part D - Services

1 **What do you see that Sydney International (SISTC) could potentially offer your clients as an education provider?** (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_

2 **Choose one of the options below that BEST describes your approach to student recruitment:**  
 We assist a prospective student to enroll at the institution they choose.  
 We present prospective students with a number of suitable options for their chosen course of study and help them choose a small number to apply to.  
 We work closely with key institutions we represent and advise students to enroll with our preferred institutions.  
 Other (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_

**3 Do your recruitment staff maintain contact with potential students during the application process?**

Yes (Please specify how)

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No

**Part E - Office / Affiliate Details**

For each of the countries (other than in Australia) you recruit students from, please provide details of your company's local offices/affiliates/sub-contractors etc. and their contact details.

**1 Country 1**

Trading Name of Office:
Relationship to your company:
Adress
Contact Person <span style="float:right">Phone</span>
Email
Website

**2 Country 2**

Trading Name of Office:
Relationship to your company:
Adress
Contact Person <span style="float:right">Phone</span>
Email
Website

**3 Country 3**

Trading Name of Office:
Relationship to your company:
Adress
Contact Person <span style="float:right">Phone</span>
Email
Website

**Part F - References**

**1 Referee 1**

Contact Person <span style="float:right">Title</span>
Phone
Email

**2 Referee 2**

Contact Person <span style="float:right">Title</span>
Phone
Email

**Part G - Declaration**

- I understand that SISTC is under no obligation to accept my application to act as an agent to recruit students on its behalf.
- I understand that if my application to act as an agent for SISTC is accepted I will be required to enter into and abide by the terms of a formal contract/agency agreement, the general terms of which have been outlined to me by SISTC.
- I understand that if my application to act as an agent for SISTC is accepted I will be required to participate in the establishment of performance measures for my agency and performance monitoring and evaluation activities, the general terms of which have been outlined to me by SISTC.
- I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all of the countries/territories which I have nominated, and understand that I must notify SISTC if any changes occur in the registration status of the agency.
- I shall ensure the privacy of all information provided to and received by my agency as it relates to student enquiries, student applications and all business matters between clients, my agency and SISTC.
- I consent to SISTC contacting any of the referees I have nominated at PART F of this Application.
- I undertake that the above information provided in this application is true and accurate.
- By returning this application electronically to SISTC I agree to abide by the terms and conditions in the aforementioned declaration.

**1 Print Name**

**1 Position Title**

**2 Signature**

**3 Date Signed**

DAY	/	MONTH	/	YEAR
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