



Agent Application Form

1. COMPANY INFORMATION

Company Name: _____ **Trading Name:** _____

ABN (If Available): _____ **GST Registered** YES NO

MARA/ Overseas Agent ID: _____

Please tick the sectors that you promote:

English VET Higher Education Professional Year

Main Office Contact Details				
Title:				
Given Name:		Family Name:		
Position:				
Email:		Phone:		
Website:		Fax:		
Office Address:	State:	Suburb:	Province:	Country:

Agent details	
Year founded:	Years as an education agent:
Organisational Chart: Yes/No (If available, please attach)	Business Profile/Strategic Plan (If available, please attach)
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes? YES/ NO	
If yes, please provide details:	
No. of students recruited to Australian Institutions each year?	
Please list the popular courses amongst your students:	

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Did your office receive any student visa refusals? YES/NO	
If yes, please provide reasons:	
How do you intend to promote Universal Learning Group institutions in your office?	
How many students do you intend to recruit to ULG each year?	
No of staff:	No of staff in student's section:
Services provided to students:	
Have you or your staff completed the EATC Training (PIER Online)? http://www.pieronline.org/eatc/ YES/ NO	
List member of Associations:	
Number of offices (locations): (If you have other office(s), please attach a separate page)	
Do you recruit students to countries other than Australia, If yes, please list below:	
Do you represent educational institutions in Australia? If yes, Please list below:	
Have you worked / work with sub agents? Yes/ No, If Yes, what is the name of this agency? :	

2. REFERENCES (MINIMUM 2 TO BE PROVIDED)

List two referees from Educational Institutes that your Agency represents. One referee must be from an Educational Institute in Australia.

Reference 1	Reference 2
Contact Name(s):	Contact Name(s):
Organisation:	Organisation:
Position:	Position:
Email:	Email:
Phone:	Phone:
Address:	Address:

*** Please forward a copy of your Business Profile with this Agent Application Form**

3. DECLARATION:

I am interested in representing Universal Learning Group's subsidiary colleges and its partners as an education agent and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the Department of Home Affairs (DHA) website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the www.education.gov.au website.
- I have read the National Code 2018 and agree to adhere to the relevant Standards.
- I declare and take all reasonable steps to avoid conflicts of interest with my duties as an education agent of UE
 - Examples of conflicts of interest include, but are not limited to:
 - When the agent charges services fees to both overseas students and UE for the same service;
 - Where an education agent has a financial interest in UE; or
 - Where an employee of an education agent has a personal relationship with an employee of UE.

Please attach a separate sheet to disclose any conflicts of interests

- I declare that I have read AUSTRALIAN INTERNATIONAL EDUCATION AND TRAINING Agent Code of Ethics attached with this application

Signature:

Name:

Role:

Date:

Please forward completed form to:

Universal Learning Group
 Level 1, 131 Queen Street, Melbourne, Victoria, 3000
Tel: +61 3 9600 0087 **Fax:** +61 3 9642 1470
Email: info@ulgroup.com.au



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