



AGENT APPLICATION FORM

COMPANY	Agent/Agency Name:			
	Legal Entity:			
	Trading Name:			
	Business/Mara/Registration Number:			
	ABN/ACN		GST Registered:	Yes

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: (If available, please attach)	YES	NO	Business Profile/Strategic Plan (If available, please attach)	YES	NO	
	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:						
	How do you intend to promote International Technical Institute (ITI) in your office?						
	How many students do you intend to recruit to ITI each year?						
	No of staff:						
	Services provided to students:						
Have you or your staff completed the EATC Training (PIER Online)? http://www.pieronline.org/eatc/					YES	NO	



AGENT DETAILS

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:	

REFERENCES

<i>Min 2 Required</i>	Reference 1	Reference 2
Contact Name(s):		
Organisation:		
Position:		
Email:		
Phone:		
Address:		

DECLARATION

I am interested in representing Gippsland Trade Institute Pty Ltd T/A International Technical Institute 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 ITI

Examples of conflicts of interest include, but are not limited to:

- When the agent charges services fees to both overseas students and ITI for the same service.
- Where an education agent has a financial interest in ITI; or
- Where an employee of an education agent has a personal relationship with an employee of ITI.

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 (can download from <https://internationaleducation.gov.au/News/Latest-News/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf>)

Signature: _____ Name: _____

Role: _____ Date: ____/____/____

Please forward completed form to:
INTERNATIONAL TECHNICAL INSTITUTE
Via Post: Level 15, 190 Queen Street, Melbourne, Victoria, 3000
Via Email: marketing@iti.edu.au