CORP096F Education Agent Application Form

HEAD OFFICE
Level 1, 600 Collins Street,
Melbourne, VICTORIA 3000, AUSTRALIA
Phone: 03 9620 3559
www.texila.edu.au

TEQSA Provider ID: PRV14276
CRICOS Provider Code: 03894K
ABN: 20 614 451 286

EDUCATION AGENT APPLICATION GUIDELINES

The application package is for education agents who have:
- Never been registered as Texila College Australia agents, or;
- Not been registered in the past 12 months.

FURTHER INFORMATION
Visit Texila College Australia official website: www.texila.edu.au for details.
Alternatively, you can send an email to agents@texila.edu.au.

WHO NEEDS TO BE REGISTERED
Education agents who use, or purport to use experience in education consulting procedures to provide advice and assist Texila College Australia to overseas student wishing to study in Texila College Australia must register as a Texila College Australia Education Agent.

BEFORE APPLYING
Before making an application you should access and read the following information:
- Education Services for Overseas Students Act 2000 (Available from https://www.legislation.gov.au/).
- National Code of Practice for Providers of education and Training to Overseas Students 2018 (National Code 2018) (Available from https://www.legislation.gov.au/).
- Texila College Australia website.

It is also recommended that you visit:
- The Australian Department of Home Affairs (DHA) website *(www.homeaffairs.gov.au)*
- The Australian Department of Education and Training *(https://www.dese.gov.au/)*

COMMUNICATION
Our office requires that we keep your contact details on the Texila College Australia database. In addition, we will use your business phone, business address and email address to advise receipt of your applications and other administrative issues relating to your business.

The office will also use your business address and email address to communicate with you for the purpose of urgent notification and applications.

Please keep your business contact details updated at all times. The Texila College Australia will not be responsible for any delay caused by business contact changes without proper notification.

ASSESSMENT OF APPLICATION
The standard processing time for an application takes up to 1-3 weeks from the receipt of a completed application.

If you do not provide all of the information required or provide only partial information, your application may be delayed significantly.
In addition, the uncompleted application can only be held by the Texila College Australia for up to 60 days, and if further information is required by the Texila College Australia has not been received within 60 days after the request has been sent out, your application will lapse automatically without further notice.

Please be advised that we will not review your application until 12 months after your application has been refused.

If your application is approved, we will send you the agency agreement for your signature.

COMMISSION PAYMENTS

Texila College Australia has got its own online commission payment system.

Once your application is processed and approved, you will be issued with an Agent and Login Code, and password which you will be able to use to logon to the system.

Once logged in you will be able to see the details about the students enrolled by your agency, their payment details and commission status.

If you decide to become a Texila College Australia Education Agent, you need to:
- Complete the application form by answering **ALL** questions
- Provide the contact details of two (2) professional referees (if applicable)
- Provide an official Agent Certificate from one of the education providers
- Provide proof of business registration from your country
- Provide proof of any academic qualification or professional recognition

All the above information **MUST** be in English or translated into English from a notary office in your country. Please send the certified copies only as the application documents can **NOT** be returned from the office. Texila College Australia recommends that you keep a copy of your application for your files.

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:
Marketing Team: agents@texila.edu.au
Texila College Australia Pty Ltd
Level 1, 600 Collins Street, Melbourne, Victoria 3000 AUSTRALIA
Tel (+61 3) 9620 3559
Web www.texila.edu.au **TEQSA Provider ID: PRV14276** | **CRICOS Provider Code: 03894K**

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TEXILA COLLEGE AUSTRALIA

CORP096F Education Agent Application Form

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FOR OFFICE USE ONLY

☐ Approved ☐ Not Approved Date (DD/MMM/YYYY) _____

1. COMPANY PROFILE

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Business Activities: _____

Years in Existence: _____ No. of Staff: _____

2. DETAILS OF KEY DIRECTORS

	1	2
Name:		
Position:		
Qualification:		
Previous Experience:		

3. REFEREES (at least two Australian Institutes you have associations with)

1. Name: _____
Institute Name: _____
Position: _____
Email: _____
Phone: _____
No. of students referred over past 2 years: _____

2. Name: _____
Institute Name: _____
Position: _____
Email: _____
Phone: _____
No. of students referred over past 2 years: _____

4. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

Texila College Australia encourages all its agents to familiarise themselves with:

- The Australian Department of Home Affairs (DHA) website *(www.homeaffairs.gov.au)*
- The Australian Department of Education and Training *(www.education.gov.au)*
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- 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 you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DHA website? ☐ Yes ☐ No
- Are you prepared to comply with all requirements of Texila College Australia about advertising, course material, application procedures and providing information to students? ☐ Yes ☐ No
- Are you prepared only to use material supplied by Texila College Australia to describe its courses? ☐ Yes ☐ No

5. MARKETING *(please use separate sheets if required)*

Geographical Territory you will serve & strengths you have in these regions _____

_____

_____

Any other information you consider to be important to this application: _____

_____

6. DECLARATION

I am interested in representing Texila College Australia as an Education Agent and I agree to do so in honest and professional manner.

Signed by _____ Date _____ (DD/MMM/YYYY)

Name _____ Position _____

When this document is returned in electronic format with all information provided, it will be deemed as being signed by the applicant.

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