



Gamma Education & Training Pty Ltd

Education Agent Application

RTO Code 41477
CRICOS PROVIDER CODE: 03580F

Company Details

Agent Name: _____

Business legal Name: _____

Business trading name: _____

ABN/ACN: _____ Business registration authority: _____

Migration Agent Authority Number (MARN): _____ Phone1: _____

Fax Number: _____ Phone2: _____ Mobile Number: _____

Website Address: _____ Email: _____

Business Address: _____

Postal address: _____

Please provide a description of your major business activities:

Number of years in operation: _____ Number of staff/counselors : _____

Detail membership of professional associations _____

Detail specific International recruitment training undertaken: _____

Number of students referred to Australian educational institutions over the past 3 years.

H.School/ELICOS: _____ TAFE/Private Institute: _____ Universities in Australia: _____

Details of Key Directors and Employees

1. Name: _____ Position: _____

Qualifications and Previous Experience: _____

2. Name: _____ Position: _____

Qualifications and Previous Experience: _____

3. Name: _____ Position: _____

Qualifications and Previous Experience: _____

Understanding of and complying with ESOS requirements

Please list the main responsibilities of Agents under the National Code?*

How will you comply with these obligations?

Description of Potential Market

From which geographical area will your potential market come?

Please describe the characteristics of your potential market

Which subject areas do you believe would be of interest to prospective students in your region or area? Why do you say this?

Proposal

Please outline the support services you can offer to students*

What is the most suitable time of the year to conduct a visit to your office?

Please use the space provided below to include any other information:

2012 Changes to ESOS Act 2000

What percentage of tuition fees can be collected before course commencement?

Where should pre-paid tuition fees be kept?

Please attach any other information you consider to be of importance to this application.

Please list the names and contact details of three (3) academic referees:

1. Referee name: _____

Name of Institution: _____

Contact number: _____

Email: _____

2. Referee name: _____

Name of Institution: _____

Contact number: _____

Email: _____

3. Referee name: _____

Name of Institution: _____

Contact number: _____

Email: _____

Declaration

I declare that I have never:

- been charged with any criminal offence/activity
- engaged in dishonest practices
- facilitated the enrolment of a student who will not comply with the conditions of their student visa
- used PRISMS to create CoEs for other than genuine students,
- provided immigration advice when not authorised to do so under the Migration Act 1958, or any other activity that would exclude me from performing my duties as an Education Agent under Australian Law.

I confirm that the information provided is true and accurate to the best of my knowledge and I authorise Gamma Education & Training to approach referees to collect any information/details as you may request from time to time.

Applicant's signature: _____

Date ____/____/____

Name of Contact:

Position:

Education Agent Application Guidelines

This application package is for Education Agents who have:

- Never been registered as a Gamma Education & Training Education Agent or;
- Not been registered in the last 12 months

Further Information

Visit Gamma Education & Training website www.gamma.edu.au for details. Alternatively, you can send an email to Marketing@gamma.edu.au

Who needs to Register

Education Agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to an overseas student wishing to study at Gamma Education & Training must register as a Gamma Education & Training Education Agent.

Application

If you decide to apply to become a Gamma Education & Training Education Agent, you have to:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of three (3) academic referees
- Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), or an online Education Agent Training Course (EATC)
- Provide proof of business registration from your country
- Proof of any academic qualifications or professional recognition
- Please Provide the Business Plan

All the above information MUST be in English or translated into English from a notary office in your country. Please send certified copies only as the application documents CANNOT be returned from this office.

Sending your Application

The completed application, with attachments should be posted to:

Marketing Manager

Gamma Education & Training
L 2,266 Brunswick Street, Fortitude Valley, QLD 4006
Australia

Or

Send via email to: Marketing@gamma.edu.au

Gamma Education & Training recommends that you keep a copy of the application for your file.

Communication

Our Marketing Manager is required to keep your contact details on Gamma Education & Training's database. In addition, the Marketing Manager will use your business phone, business address and email address to advise receipt of your application and for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated at all times. The Marketing Manager will NOT be responsible for any delays caused by business contact changes without proper notification.

Assessment of Application

The standard processing time for an application is 3 to 4 weeks from the receipt of a completed application. If you do not provide all of the information required, your application may be delayed. The incomplete application will only be held by Gamma Education & Training for up to 60 days, and if further information required has not been received within 60 days after the request has been sent, your application will lapse automatically without further notice. Please be advised that the Marketing Manager will not review your application again within 12 months.

If your application is approved, the Marketing Manager will:

- Send you the Education Agent Agreement for your signature.
- Request the signed Agreement to be sent back for processing.
- Once the signed Agreement is returned, a Certificate of Representation will be forwarded to you as evidence of registration.