



**Sydney Metropolitan Group Pty Ltd**

*Trading as Sydney Metropolitan English Institute*

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Email: [info@smei.nsw.edu.au](mailto:info@smei.nsw.edu.au)

Website: [www.smei.nsw.edu.au](http://www.smei.nsw.edu.au)

CRICOS No: 03846G

## AGENT APPLICATION FORM

Sydney Metropolitan English Institute (SMEI) welcomes your application to become our agent for student recruitment. Please complete all sections of this form in English. Applications will only be considered when ALL questions are completed, and all supporting documentations are supplied.

### 1. BUSINESS DETAILS

<b>Company name</b> (or legal entity; state name and whether this is a registered company, partnership or incorporated entity)	
<b>Trading name</b> (if different from above)	
<b>Business registration number:</b> [If in Australia, provide Australian Business Number (ABN) or Australian Company Number (ACN)]	
<b>Place(s) of registration</b>	
<b>Business address</b> (include state/region and country)	
<b>Name of Company Director/Principal</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Website</b>	
<b>Email</b>	
<b>Skype</b>	

<b>Invoicing details</b> (name and position): Bank Name Account BSB Swift code
<b>Full postal address</b> (including state/region and country):
<b>Email</b>

**Do you have additional offices/branches in Australia or overseas?**  Yes  No

If yes, please provide details below:

1	Office/Branch name	
	Business address and contact details	
2	Office/Branch name	
	Business address and contact details	
3	Office/Branch name	
	Business address and contact details	
4	Office/Branch name	
	Business address and contact details	

**2. BUSINESS BACKGROUND**

How long have you been in business as an education agent?    ___ years    ___ months
Is your office involved in any other business activities other than student recruitment?  <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please provide details here:
Which Australian educational institutions do you currently represent?

**3. GENERAL INFORMATION**

How do you propose to promote Australian ELICOS education?  <input type="checkbox"/> Brochures <input type="checkbox"/> Education Agent website <input type="checkbox"/> Student seminars <input type="checkbox"/> Internet  <input type="checkbox"/> Exhibitions <input type="checkbox"/> Other (please specify) .....
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<p>Which three potential student markets do you wish to recruit students for SMEI?</p> <p>1:</p> <p>2:</p> <p>3:</p>
<p>Which subject areas do you believe would be of interest to prospective students in your potential market?</p>
<p>What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?</p>
<p>What services do you offer to students?</p>

**4. COMPLAINTS**

<p>Have any of your staff completed the Education Agent Training Course which is available on <a href="http://www.pieronline.org">www.pieronline.org</a>?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   If no, when do you intend to complete the course? .....(date)</p>
<p>Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018 as an Education Agent?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Please list the three main responsibilities of Education Agents under the National Code 2018 and how will you comply with these obligations?</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p>Do you regularly monitor the Department of Home Affairs (DHA) website <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> and the Department of Education website <a href="http://www.education.gov.au">www.education.gov.au</a>?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

<p>Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DHA website referred to above?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Are you prepared to comply with the requirements of SMEI regarding advertising, course materials and application procedures, and provide accurate information to students?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>Are you prepared to use material supplied by SMEI to promote our courses?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

**5. REFEREES**

<i>Please provide two referees we can contact.</i>			
First Name		First Name	
Last Name		Last Name	
Position		Position	
Company		Company	
Address		Address	
Phone		Phone	
Mobile		Mobile	
Email		Email	

**6. DECLARATION**

<p>I am interested in representing Sydney Metropolitan English Institute as an education agent and I agree to do so in an honest and professional manner. I agree to:</p> <ul style="list-style-type: none"> <li>• Regularly monitor policies and changes to the policies as reported on the DHA website.</li> <li>• Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Commonwealth Department of Education Website (education.gov.au).</li> <li>• I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to adhere to the relevant Standards.</li> <li>• All responsibilities of agent and I have read and understand education agent policy and procedures.</li> <li>• I am aware that in becoming an education agent for SMEI that my details will be published on the SMEI web site and that the Australian Skills Quality Authority will be notified of my details upon commencement of my agent’s agreement.</li> </ul>	
Applicant’s Name	
Applicant’s Signature	
Applicant’s Position	
Date	
<b>Company Stamp</b>	

## EDUCATION AGENT APPLICATION GUIDELINES

This application package is for Education Agents who have:

- Never been registered as an SMEI Education Agent, or;
- Not been registered in the last 12 months

### Further Information

Visit Sydney Metropolitan English Institute's website - [www.smei.nsw.edu.au](http://www.smei.nsw.edu.au) for details.  
Alternatively, you can send an email to [info@smei.nsw.edu.au](mailto:info@smei.nsw.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 SMEI must register as an SMEI Education Agent.

### Before Applying

Before making an application, you should access the following information and read it:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2018)
- Sydney Metropolitan English Institute ([www.smei.nsw.edu.au](http://www.smei.nsw.edu.au))

It is also recommended that you visit:

- Department of Home Affairs (DHA) website [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
- Department of Education website [www.education.gov.au](http://www.education.gov.au)

### Application

If you decide to apply to become an SMEI Education Agent, you must:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of two (2) academic referees
- Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), an online Education Agent Training Course (EATC)
- Provide proof of business registration (certified copies) from your country
- Proof of any academic qualifications or professional recognition
- Any other supporting documentation to assist in your application

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.

### Please send your application:

Principal Executive Officer  
Sydney Metropolitan English Institute  
2–4 Marmaduke Street  
Burwood, NSW 2134  
Australia

Or

Send via email to: [info@smei.nsw.edu.au](mailto:info@smei.nsw.edu.au)

SMEI recommends that you keep a copy of the application for your file.

## **Communication**

Our Principal Executive Officer is required to keep your contact details on our database. In addition, the Officer will use your business phone, business address and email address to advise receipt of your application, for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated always. The Principal Executive Officer will **NOT** be responsible for any delays caused by business contact changes without proper notification.

## **Application Assessment**

The standard processing time for an application is about a week from the receipt of a completed application. If you do not provide all the information required, your application may be delayed.

The uncompleted application will only be held by SMEI for up to 30 days, and if further information required has not been received within 30 days after the request has been sent, your application will lapse automatically without further notice. Please be advised that the Principal Executive Officer will not review your application again within 12 months.

If your application is approved, the Principal Executive Officer 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 an evidence of registration.

We look forward to working with you.

Thank you.