

Education Agent Application Form

COMPANY DETAILS

Company Name:

Company Registration Number:

Date of Registration:

Address:

Telephone:

Fax:

E-mail:

COMPANY BACKGROUND

Description of core business and whether recruitment of students is the main component of your business?

Number of years in business as a student Education Agent:

Number of students referred to Australian education Institutions, and the type of courses enrolled in over the last three years:

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Are there any judgments or orders against your company, or proceedings, applications for its winding up, dissolution, liquidation, or cessation of its business? ☐ Yes ☐ No

If 'Yes' Provide details

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CONTACT PERSON DETAILS

Title:

☐

Mr

☐

Mrs

☐

Ms

☐

Miss

Given Name:	
Surname	
Date of Birth	
Mobile	
Contact Person Position:	
Telephone	
Fax	
E-mail:	

Please list the services you provide or intend providing to students:

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Do you charge students any service fees?

If 'Yes' Provide details of charges for what service?

☐ Yes

☐ No

Which country/s will most of your student referrals originate from?

Please provide the names of three referees of which two must be from the education sector:

	Referee 1	Referee 2	Referee 3
Name:			
Organisation:			
Position:			
City:			
Telephone:			
Facsimile:			
Email:			

COMPLIANCE QUESTIONNAIRE

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 as an Education Agent?

☐ Yes ☐ No

Please List the main responsibilities of Education Agents under the National code? How will you comply with these obligations?

Do you regularly monitor the Department of Home Affairs (DHA) website www.homeaffairs.gov.au and the Department of Education website www.education.gov.au?

☐ Yes ☐ No

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

Are you prepared to comply with the requirements of Durban International College regarding advertising, course materials and application procedures, and provide accurate information to students?

☐ Yes ☐ No

Are you prepared to use material supplied by Durban International College to promote our courses?

☐ Yes ☐ No

Which are your major target markets? Please describe any strengths you have in these regions?

What do you believe is the most effective marketing strategy to employ in your particular region or market?

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?

Education Agent Ownership & Control Declaration

Ownership & Control

The Extent of Ownership/Control (%) refers to the proportion of ownership and the level of control an individual or entity holds in the Education Agent's business. This includes:

- *Ownership Percentage: The exact shareholding or equity stake expressed as a percentage (e.g., 25%, 50%, 100%).*
- *Control Details: Specify if the individual/entity has:*
 - *Full control (e.g., sole owner or majority shareholder with decision-making authority).*
 - *Partial control (e.g., minority shareholder with voting rights or board representation).*
 - *Operational control (e.g., no ownership but authority to manage day-to-day operations).*
 - *Indirect Ownership/Control: If ownership/control is exercised through another company, trust, or arrangement, provide details of the structure.*

Example:

- *John Smith – 60% ownership, full decision-making authority.*
- *XYZ Holdings Pty Ltd – 40% ownership, board-level control.*

Do you have any ownership, control, shared interest, or business relationship with DIC or its associates that could give rise to a conflict of interest?

☐ No, if no please complete and sign **Declaration by Education Agent at page 9.**

☐ Yes, if yes, please complete the section below and provide supporting evidence.

NB: This section must be completed by the Education Agent or an authorized representative who has access to ownership and control details.

What to include:

- *Full legal names of all individuals/entities with ownership or control.*
- *Their relationship to the Education Agent and any relationship to DIC or its associates.*
- *Exact ownership percentage and type of control (tick all that apply).*
- *Commencement date of ownership/control.*
- *If indirect control applies, provide details of intermediary entities or structures.*

Supporting documents required:

- ☐ ASIC company extract or foreign equivalent- Obtained from the relevant corporate registry (e.g., ASIC in Australia or similar authority overseas).
- ☐ Shareholder register or ownership agreement- Maintained by the Education Agent as part of their corporate governance.
- ☐ Organizational chart (if indirect control applies)- Prepared by the Education Agent to show the structure of entities or trusts involved.

DIC will collect, verify, and store these documents during onboarding or renewal to meet ESOS Act compliance requirements.

List all individuals/entities with ownership or control of the Education Agent:

1.

Name	
Relationship to Education Agent:	
Relationship to DIC or its associates (if any):	
Extent of Ownership/Control (%):	

Control Type (tick all that apply):

- ☐ Full control (sole owner or majority shareholder with decision-making authority)
- ☐ Partial control (minority shareholder with voting rights or board representation)
- ☐ Operational control (no ownership but authority to manage day-to-day operations)
- ☐ Indirect control (ownership/control through another company, trust, or arrangement)
- ☐ Other (please specify): _____

○ Commencement Date: _____

2.

Name	
Relationship to Education Agent:	
Relationship to DIC or its associates (if any):	
Extent of Ownership/Control (%):	

Control Type (tick all that apply):

- ☐ Full control (sole owner or majority shareholder with decision-making authority)
- ☐ Partial control (minority shareholder with voting rights or board representation)
- ☐ Operational control (no ownership but authority to manage day-to-day operations)
- ☐ Indirect control (ownership/control through another company, trust, or arrangement)
- ☐ Other (please specify): _____

○ Commencement Date: _____

3.

Name	
Relationship to Education Agent:	
Relationship to DIC or its associates (if any):	
Extent of Ownership/Control (%):	

Control Type (tick all that apply):

- ☐ Full control (sole owner or majority shareholder with decision-making authority)
- ☐ Partial control (minority shareholder with voting rights or board representation)
- ☐ Operational control (no ownership but authority to manage day-to-day operations)
- ☐ Indirect control (ownership/control through another company, trust, or arrangement)
- ☐ Other (please specify): _____

○ Commencement Date: _____

EDUCATION AGENT OBLIGATIONS & EDUCATION AGENT DECLARATION

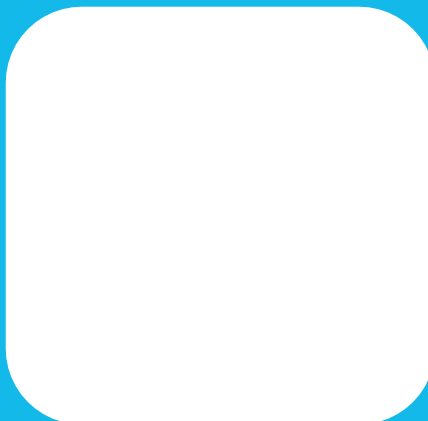
I agree to and declare that I will:

- Adhere to Education Services for Overseas Students (ESOS) Act 2000
- Regularly monitor policies and changes to the policies as reported on the DHA (Department of Home Affairs) website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Department of Education website.
- Adhere to 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.
- I confirm that I have all the necessary registrations, accreditations and permissions to act as an education agent in all the territories which I have nominated, and understand that I must notify Durban International College if any changes occur in the registration status of my agency.
- I confirm that the answers and details provided are true and accurate to the best of my knowledge and I authorize you to approach referees to collect any information/details as you may request from time to time.
- I declare that the information provided above is true and complete. I understand that any changes to ownership or control must be reported to DIC immediately.
- I comply with Durban International College requirements for advertising, application procedures, and providing course material and other information to students.
- I use only those materials supplied by Durban International College to describe the Institute and its courses.

Signed on behalf of the prospective education agent:

Name:		Signature:	
Position:		Date:	

Company Common Seal or Stamp:



What happens from here?

Your application will be assessed and your referees will be contacted. This process may take 2-3 weeks. If your application is successful we will forward you a copy of the **International Education Agent Agreement** for the recruitment of overseas students for the Durban International College for your signature.

Privacy Disclaimer:

DURBAN is collecting the information on this form to inform the approving officer and assist in decision making. Only authorized DURBAN officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorized or required by law.

Completing this application does not grant your organisation with agency status, and that agency status may be granted only after the application has been assessed.

Checklist:

- Company's profile attached
- Any Professional memberships certificates
- Business Registration Number (ABN) (if located in Australia)
- Business Registration Certificate
- All information provided and all sections completed
- Declaration signed and dated
- References provided

Office Use Only:

Date application received:

Application Accepted:

☐ Yes

☐ No

IF NO Please Provide reasons for rejection of the application:

STAFF Name:

Staff Signature:

Date: