

## Pollard English Education Agent Application Form

### Part 1: Business Profile

Please provide a copy of your business profile and attach associated documentation.

|  |  |                |  |
|--|--|----------------|--|
| Registered Company Name                    |  |                |  |
| Trading Name (if applicable)               |  |                |  |
| Name of Proprietors or Directors:          |  |                |  |
| Years Established                          |  |                |  |
| Address In Australian (if applicable)      |  |                |  |
| Business Address Overseas (if applicable)  |  |                |  |
| Principal Contact Name:                    |  |                |  |
| Qualifications held by the Contact Person: |  |                |  |
| Telephone:                                 |  | Mobile Number: |  |
| Main Email                                 |  | Other email:   |  |
| Website:                                   |  |                |  |

This document contains our 'Education Agent Code of Conduct' which we have developed to outline a set of base guidelines governing the responsibilities and accountabilities of each party to the relationship. This document should be read in conjunction with the Education Agents Agreement. These documents outline our responsibilities in contributing to the rights of all stakeholders.

## Part 2: Questionnaire

The following questions have been developed to enable us to complete the assessment of your application, please answer the following questions and provide documented evidence where requested:

|  |    |
|--|----|
| 1. What services does your business provide?   |    |
|  |    |
| 2. Are you a member of an agent's association in your country or Australia? Provide details.   |    |
|  |    |
| 3. Provide a list of your staff including their positions and interactions with potential students.  |    |
|  |    |
|  |    |
|  |    |
| 4. What is your estimate of the number of students your company could successfully refer to Pollard English over the next 3 years?   |    |
|  |    |
| 5. Has your company ever had its agreement terminated with any Registered Training Organisation or Higher Education Institution? If YES, provide details below   |    |
|  |    |
| 6. How do you ensure you and your staff keep up to date with legislation relevant to the International Education in Australia? (i.e., ESOS Act, ESOS Regulations, National Code 2018, Standards for RTO's 2015)? |    |
|  |    |
| 7. Is your company affiliated with any other businesses (for example migration agents)?  |    |
| Yes  | No |
| If "YES", please specify:  |    |
| 8. What are the source countries of the students that your organization are going to refer to Pollard English?   |    |
|  |    |

### Part 3: Referees

Please provide two (2) referees that we may contact to verify your business services, must be current education providers you deal with in Australia:

|                              |  |               |  |
|------------------------------|--|---------------|--|
| Name of Referee 1            |  | Position      |  |
| Name of College/Organization |  | Contact Email |  |
| Contact Phone                |  | Address:      |  |

|                              |  |               |  |
|------------------------------|--|---------------|--|
| Name of Referee 2            |  | Position      |  |
| Name of College/Organization |  | Contact Email |  |
| Contact Phone                |  | Address:      |  |

### Part 4: Documents Attached

| Name of Documents                            | Attached | Comments |
|--|----------|----------|
| Company registration document                |          |          |
| Business name registration document          |          |          |
| Migration Agent Registration (if applicable) |          |          |
| Education Agent Registration (if applicable) |          |          |
| Other documents (if relevant)                |          |          |

### Part 5: Applicant's Declaration:

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I authorize Pollard English to contact my referees to collect information/details as required.

|           |  |          |  |
|-----------|--|----------|--|
| Name      |  | Position |  |
| Signature |  | Date     |  |

Please note:

Please submit the completed form to [info@pollardenglish.edu.au](mailto:info@pollardenglish.edu.au) and the Application will be processed within 5 working days from date of receipt of this application.