

International Education Agent Application Form

This application is to be completed by prospective agents as a request to be considered as International College of Queensland's approved representative. A submitted application does not guarantee an agent agreement. We will notify you as soon as the application is processed.

Privacy Policy: All personal information collected, used or disclosed by the College is confidential and is protected by the Privacy Act 1988, the Information Privacy Act as amended by the Privacy Amendments (Enhancing Privacy Protection) Act 2012 and other relevant legislation. Information about Agents or students may be made available to Commonwealth and State agencies if requested.

Agency Details

Agency Name	
ABN	
Contact & Title	
Phone	
Email	
Address	
Years operated	
Main contact / title (if different to above)	
Phone	
Email	
Number of staff and counsellors	
Email contact for updates to programs/promotions/pricing	
Location of any additional Offices	
Your main recruitment countries in the last 5 years	
Countries where you will invest the most of your marketing efforts during the current and next financial years	
Are you/your staff PIER, QEAC or MARN qualified? Any other affiliations?	
Are you familiar with ASQA and the ESOS Act and National Code?	
Does your agency conduct business in accordance with the ESOS Standards?	

References (2 Referees Required)	
Registered Training Organization	
Contact Name / Position	
Phone Number	
Email	
No. of Years working with this RTO	
No of student enrolled with this RTO	
Registered Training Organisation	
Contact Name / Position	
Phone Number	
Email	
No. of Years working with this RTO	
No of student enrolled with this RTO	

Declaration

I declare that I have read and understand the extract from the ESOS Act 2000 and National Code – Obligations of Agents. The information provided in this application is true and accurate to the best of my knowledge. I authorize ICQ to approach referees to collect any information or details as the College may require.

Applicant Full Name		Applicant Signature	
Title		Date	/ /

Agents Application Documents Checklist

Please attach copies of the following:

- Company/business registration certificate
- List of educational providers currently representing
- Agents' qualification certificates
- Marketing materials and any other relevant supporting information