



## International Education Agent Application Form

### Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to:  
Mars Institute Pty Ltd – 5/200, Turner Street, Port Melbourne, Victoria 3207  
Telephone: +63 3 9645 2259 | Email: info@mars.edu.au | Website: www.mars.edu.au

### Company Details & Background

|                                                         |                              |
|---------------------------------------------------------|------------------------------|
| Company Name: _____                                     |                              |
| Trading Name (if different<br>from Company name): _____ | ABN: _____                   |
| Years Established: _____                                | Place of Registration: _____ |
| Name of CEO/Director: _____                             | Phone Number: _____          |
| Mobile Number: _____                                    | Email Address: _____         |
| City / Suburb: _____                                    | Post Code: _____             |
| Website: _____                                          | Number of Offices: _____     |

### Ownership Details and Key Personnel

**Ownership type** (Tick one) ☐ Individual ☐ Company ☐ Trust ☐ Partnership ☐ Other (specify) \_\_\_\_\_

**Individuals who own the company (If applicable. If not applicable, indicate N/A in each field)**

| Full Name | Country of Residence | Link to ownership<br>(e.g. shareholder, beneficiary) | Percentage (if known) |
|-----------|----------------------|------------------------------------------------------|-----------------------|
|           |                      |                                                      |                       |
|           |                      |                                                      |                       |
|           |                      |                                                      |                       |

#### MAIN CONTACT PERSON (list the main contact person for your organisation)

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Qualifications & previous experience: \_\_\_\_\_  
 Membership of education agent professional bodies: \_\_\_\_\_

#### KEY PERSONNEL (list directors, managers, and other key contacts)

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Qualifications & previous experience: \_\_\_\_\_  
 Membership of education agent professional bodies: \_\_\_\_\_



## International Education Agent Application Form

### Business Background

How many Australian education providers do you currently represent?

- ☐ 1-5
 ☐ 5-10
 ☐ 10-15
 ☐ 15-20
 ☐ 20-25
 ☐ 30+

How many international students have you recruited for Australia in the past 2 years?

- ☐ 1-25
 ☐ 26-50
 ☐ 51-75
 ☐ 76-100
 ☐ 101-150
 ☐ 151+

Please list the number of students referred to Australian education providers in the following areas in the past 2 years:

ELICOS Courses: \_\_\_\_\_

Vocational Courses: \_\_\_\_\_

Undergraduate Courses: \_\_\_\_\_

Postgraduate Courses: \_\_\_\_\_

Study tours: \_\_\_\_\_

Other programs: \_\_\_\_\_

In the past 12 months, which Australian states and territories have you promoted the most? Please rank each using 1-7, where 7 is the highest and 1 is the lowest.

VIC \_\_\_\_\_ NSW \_\_\_\_\_ QLD \_\_\_\_\_ WA \_\_\_\_\_ TAS \_\_\_\_\_

ACT \_\_\_\_\_ NT \_\_\_\_\_

What nationalities do you mainly deal with?

Nationality 1 \_\_\_\_\_

Nationality 2 \_\_\_\_\_

Nationality 3 \_\_\_\_\_

What support services do you provide to students? Tick all that apply and provide details of the fees charged

☐ Migration [Provide fees detail]

☐ Education [Provide fees detail]

☐ Migration & Education [Provide fees detail]

☐ OSHC [Provide fees detail]

☐ Accommodation [Provide fees detail]

☐ Employment Service [Provide fees detail]

Please list the top 3 institutions (by volume) you currently represent in Australia?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please provide any other information you consider to be of importance to this application and to marketing to students.

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Describe your plan in recruiting students for Mars Institute. What do you think is the most effective marketing strategy to use in your market?

Which student segments or recruitment sources do you expect to work with for Mars Institute in the next 12 months? Please tick all that apply.

Please provide a brief explanation on how you and your organisation fulfill your responsibilities as agents with reference to the implied responsibilities of education agents as set out in National Code 2018 Standard 4. Provide extra details on a separate sheet if required.



## International Education Agent Application Form

### Reference Check

Please provide the details of 2 referees:

**Referee Trading Name:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Referee Trading Name:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Agent Checklist

Please attach copies of the following documents:

- Company/business registration certificate
- Business Profile
- Details of educational institutions currently represented
- Other relevant materials

Send your completed application and documents to [marketing@mars.edu.au](mailto:marketing@mars.edu.au) and you will be contacted within 10 business days regarding outcome of your application and further information will be provided thereafter.

### Privacy Policy

All personal information collected, used or disclosed by Mars Institute is confidential and is protected by the Privacy Act 1988, the Information Privacy Act (VIC) and other relevant legislation. Information about Agents or students may be made available to Commonwealth and State agencies if requested.

Mars Institute reserves the right not to proceed with providing an International Education Agreement for reasons it may see fit to apply.

### Declaration

I declare that I have read and understood the extract from the ESOS Act 2000 relating to the obligations of education agents. I confirm that the information provided in this application is true, complete and accurate to the best of my knowledge. I authorise Mars Institute to contact my referees and obtain any information the Mars Institute reasonably requires to assess this application. I understand and accept that I am responsible for the conduct of any Subcontractors I appoint, and that their actions or omissions will be treated as my own for the purposes of my engagement with Mars Institute and applicable law.

Is there any known Conflict of Interest? (If yes, please read our [Education Agent Policy](#) and fill up the [Education Agent Conflict of Interest Form](#))

☐ Yes ☐ No

**Name of Applicant:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## International Education Agent Application Form

### Office use Only

**Name of Marketing Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Actions done (tick all that apply):**

- ☐ References checked
 ☐ Agreement & manual issued
 ☐ Platform updated
 ☐ COI checked

**Comments:**

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**Recommendation:**

- ☐ Application approved
 ☐ For further review
 ☐ Application disapproved

☐ **Approval by Marketing Director**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Complete the "Office Use Only" section above only when the equivalent section is not available in the SMS.