

SECTION 1: COMPANY INFORMATION

Legal Business Name :

Trading Name :

Country of Company Registration :

Date of Initial Registration :

ABN :

ACN :

Head Office Address :

Company Website :

Contact Person Name :

Overseas registration number :

Contact Person Position :

Contact Person Email Address :

Contact Person Phone Number :

How many years has the contact person worked in International Education?

Full name(s) Company Director(s) :

Have any of the company directors ever been convicted of a criminal offence, or been subject to any banning, disqualification, or enforcement action by a regulatory body (including ASQA, TEQSA, or any state regulator)?

Yes

No

Have/are any of the directors currently / previously been a director, owner, or key person of any other registered training organisation or education provider?

Yes

No

If yes, please provide details.

SECTION 2: COMPANY KEY PERSONNEL

Personnel 1

Name :

Position :

Email :

Phone Number :

International education related certifications :

Personnel 2

Name :

Position :

Email :

Phone Number :

International education related certifications :

Does your company employ Registered Migration Agent(s) (RMA)?	Yes	No
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If yes, please provide their MARN(s) :

Does your company employ a QEAC (Qualified Education Agent Counsellor)?	Yes	No
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If yes, how many?

Is your company a member of any professional associations (e.g., ISEAA, AAERI, ITECA, ICEF, PIER, etc)

Association Name :

Membership Number :

SECTION 3: SERVICES

Please indicate the services you provide or intend to provide for international students:

- Education Counselling
- Application Processing
- Visa and Migration Advice
- Pre-departure Support
- Ongoing Student Support
- Other (Please specify):

Do you charge for providing services to international students? Yes ☐ No ☐

If yes, please outline your fee structure, including amount(s) charged.

Please indicate your main/focus recruitment markets:

☐ The Pacific	☐ South East Asia
☐ China	☐ Central Asia
☐ Middle East	☐ North Asia (including Japan and Korea)
☐ LATAM	☐ UK
☐ Europe	☐ Other

Do you use sub-agents? Yes ☐ No ☐

If yes, please outline how you keep your sub-agents informed on RTO and course updates, regulatory changes and compliance obligations?

What marketing strategies does your agency use to recruit and enrol students?

Social Media (please provide links)

Education fairs and expose

Referrals from past students

Paid digital advertising

Other

Please provide additional details (e.g. social media links, other strategies):

SECTION 4: EXISTING PARTNERSHIPS AND PERFORMANCE

Does your company have formal agreements with other Australian education institutions? Yes No

If yes, how many current formal education agreements do you have?

In the previous 12 months, how many students have you referred to Australian education institutions under your formal education agreements?

Have you ever had an education agent agreement terminated by any institution? Yes No

If Yes, please provide details:

SECTION 5: ASSOCIATED ENTITIES

Does your company operate franchises?

Yes

No

Please nominate the Business Names and ABNs for the franchise operations we may expect to receive applications from.

Does any person associated with your business (including directors, officers, employees, contractors, family members, or related entities) have any ownership, control, beneficial interest, or family / business connection with any other CRICOS-registered provider?

Yes

No

If Yes, please provide details

(CRICOS provider name and code, nature of the connection, and the person(s) involved):

SECTION 6: REFERENCES

Please Provide 2 Referees (Contacts Of Two Other Training Providers You Represent)

Referee 1

Education Institution Name :

Contact Person Name :

Contact Person Position :

Email :

Phone Number :

How many students did you refer to this educational institution in the previous 12 months?

Referee 2

Education Institution Name :

Contact Person Name :

Contact Person Position :

Email :

Phone Number :

How many students did you refer to this educational institution in the previous 12 months?

SECTION 7: COMPLIANCE

Do you have any actual, potential, or perceived conflict of interest that may influence, or be seen to influence, your recruitment practices or representations on behalf of the RTO (including financial interests, relationships with other providers, or incentive arrangements)?	Yes	No
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If yes, please provide details.

Do you regularly monitor the Department of Home Affairs (DHA) website https://immi.homeaffairs.gov.au/ and the Department of Education to stay informed of changes to student visa requirements, immigration policies, and education regulations that may affect the students you counsel and refer?	Yes	No
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Do your staff have sound knowledge and understanding of the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students, and the obligations of education agents when representing registered providers?	Yes	No
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Are you willing to comply with the requirements of Darwin Institute of Trade regarding advertising, course materials and application procedures, and provide accurate information to students?	Yes	No
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SECTION 8: PERFORMANCE MONITORING AGREEMENT

As an education agency, we agree to:

- Participate in agent monitoring, including mid-term and end-of-term reviews
- Maintain detailed student records
- Implement corrective actions when required

SECTION 9: TRAINING AND DEVELOPMENT

As an education agency, we commit to:

- Attend mandatory agent training
- Maintain current knowledge of Australian education regulations
- Ensure all staff receive appropriate training

SECTION 10: QUALITY ASSURANCE

As an education agency, we agree to:

- Use only Darwin Institute of Trade approved marketing materials
- Provide accurate and current information to students
- Refer all complaints to Darwin Institute of Trade promptly
- Cooperate fully with ASQA and other regulatory authorities as and when required
- Always act in the best interests of our students
- Not claim commission or referral fees
(including bonuses and incentives) for students who are not eligible for commission payments
- Not solicit, accept, or arrange any Education Agent Commission
(whether monetary or non-monetary) in breach of the onshore-transfer commission ban under National Code Standard 4 (effective 31 March 2026), including in respect of any student who has commenced study with another Australian registered provider, except where the ban does not apply under Section 7.7 of the Education Agent Policy
- Maintain confidentiality of all student personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (in particular APP 8 – cross-border disclosure), the Notifiable Data Breaches scheme, and applicable privacy laws in the country of recruitment; and notify Darwin Institute of Trade of any actual or suspected eligible data breach, or any suspected fraudulent information or documentation, within 24 hours of awareness
- Not engage any sub-agent in connection with the recruitment of students for Darwin Institute of Trade without the prior written approval of Darwin Institute of Trade; ensure that any approved sub-agent is bound by back-to-back terms, the same training and screening, PRISMS entry, and inclusion on the Darwin Institute of Trade public agent list under section 21A of the ESOS Act; and accept that our agency remains liable for the acts and omissions of any approved sub-agent
- Not charge prospective students any fee for their application to, or acceptance of an offer from, Darwin Institute of Trade
- Not sign, or encourage others to sign, documents (including application forms or letters of offer) on behalf of a prospective student

Not recruit, or attempt to recruit, a prospective student known to have engaged the services of another Education Agent of Darwin Institute of Trade

Not provide migration advice unless authorised to do so under Part 3 of the Migration Act 1958

Not discount or modify, in any way, the pricing or fee structure set by Darwin Institute of Trade for any of its courses or services

SECTION 11: BANK ACCOUNT DETAILS

Please nominate the bank account into which agent commissions will be paid:

Bank :

Account Name :

BSB (Australian bank accounts only) :

Account Number :

Swift Code :

SECTION 12: REQUIRED DOCUMENTS TO ATTACH

Business registration documents

MARA Certificate

PIER Certificate

Signature

Name & Position :

Signature :

Date :