

405-FM-MEGA New Agent Application Form

Relevant Standards SRTOs 2015: 2.1, 2.3, 2.4, 4.1 The National Code 2018: Standard 1, 4	Linked Documents Agency Agreement Agent Referral Check Agent Monitoring Policy and Procedure IR Manager's Report: Agent Performance Review
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Please complete and EMAIL this form back to MEGA, with attention to the **Chief Executive Officer**: ceo@mega.edu.au

Business Name			
Principle Entity			
ABN/ACN			
Head Office Address			
Overseas office(s), If any, location			
Contact person (1)		Contact person (2):	
Counsellor(s) Name <i>(Please provide at least 1 counsellor for the purpose of CoE issuance in PRISMS):</i>			
Counsellor 1:		Counsellor 2:	
Phone		Fax	
Email			
Website			
Referees <i>(Please provide details of at least two contactable referees)</i>	1.		
	2.		
Institutes/Universities <i>(Please provide details of 4 major institutes you represent & support)</i>	1.	3.	
	2.	4.	
Number of students recruited each year (Total)	VET/RTO		HE/University
	ELICOS		SCHOOL

Main recruitment markets or regions	1.		3.	
	2.		4.	
Do you work with sub-agents?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please provide names, contact details and cities	1.		3.	
	2.		4.	
Business background	<i>Write in detail number of years in business and any other related business history. Attach supporting documents, if needed (e.g. Business Profile)</i>			
Projected number of students to MEGA for the next 6 months	ELICOS:		HSP:	
	VET		Others:	
List of Services Provided to Prospective International Students	1.			
	2.			
	3.			
	4.			
	5.			
Professional or National Association Memberships	1.			
	2.			

<p>Understanding and Complying with ESOS Requirements</p>	<p><i>What are ESOS 2000 and The National Code 2018?</i></p> <p><i>List the main responsibilities of Agents under the National Code 2018.</i></p> <p><i>How you and your staff members ensure that all student recruitment related activities comply with the National Code?</i></p> <p><i>Which key policies and procedures support your student recruitment operations and activities?</i></p>		
<p>Information</p>	<p><i>Please outline three reasons why you would like to represent our organisation</i></p> <p><i>Please indicate how you plan to advertise our courses and offers in your market</i></p>		
<p>Consent</p>	<p>You understand and agree that you must not make any guarantees about achieving residential status in Australia as a direct result of student enrolment in a MEGA's course</p>	<p><input type="checkbox"/> YES</p>	<p><input type="checkbox"/> NO</p>



	You are prepared to comply with all requirements of MEGA in relation to advertising and course materials, application procedures and providing information to prospective students		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	You are prepared to only use materials supplied by MEGA to promote and market MEGA's courses; without any alternations or modifications		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Attachments I/We have attached	<input type="checkbox"/>	Full Company Profile	<input type="checkbox"/>	Copy of Certificate of Business Registration
Signature				Date:
Name			Designation:	