



AUSTRALIAN NATIONAL COLLEGE

International Educational Agent Application Form

INTERNATIONAL EDUCATION AGENT APPLICATION GUIDELINES

The application package is for education agents who have:

- Never been registered as ANC agents, or;
- Not been registered in the past 12 months.

FURTHER INFORMATION

Visit ANC official website: www.anc.vic.edu.au for details.

Alternatively, you can send an email to agents@anc.vic.edu.au.

WHO NEED TO BE REGISTERED

Education agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to overseas student wishing to study in ANC must register as a ANC education Agent.

BEFORE APPLYING

Before making an application you should access the following information and read it:

- Education Services for Overseas Students Act 2000.
- National Code of Practice for Providers of education and Training to Overseas Students 2018 (National Code 2018).
- ANC website.

It is also recommended that you visit:

- The Australian Department of Home Affairs (DHA) website (www.homeaffairs.gov.au)
- The Australian Department of Education and Training (www.education.gov.au)

COMMUNICATION

Our office requires to keep your contact details on ANC database. In addition, we will use your business phone, business address and email address to advise receipt of your applications and other administrative issues relating to your business.

The office will also use your business address and email address to communicate with you for the purpose of urgent notification and applications.

Please keep your business contact update at all times. The ANC will not be responsible for any delay caused by business contact change without proper notification.

ASSESSMENT OF APPLICATION

The standard processing time for an application takes up to 1-3 weeks from the receipt of completed application.

If you do not provide all of the information required or provide only partial information, your application may be delayed significantly.

In addition, the uncompleted application can only be held by the ANC up to 60 days, and if further information required by the ANC has not been received within 60 days after the request has been sent out, your application will lapse automatically without further notice.

Please be advised that we will not review your application until 12 months after your application has been refused.

If your application is approved, we will send you the agency agreement for your signature.

Request the signed agreement to be sent back for further processing.

COMMISSION PAYMENTS

ANC has got its own online commission payment system.

Once your application is processed and approved, you will be issued with an Agent and Login Code, and password which you will be able to use to logon to the system.

Once logged in you will be able to see the details about the students enrolled by your agency, their payment details and commission status.

If you decided to become an ANC Education Agent, you need to:

- Complete the application form, following over leaf, by answering **ALL** questions
- Provide the contact details of two (2) professional referees (if applicable)
- Provide official Agent Certificate from one of the education provider
- Provide proof of business registration from your country
- Proof of any academic qualification or professional recognition

All the above information **MUST** be in English or translated into English from a notary office in your country. Please send the certified copies only as the application documents can **NOT** be returned from the office. ANC recommends that you keep a copy of your application for your files.

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:

Marketing Team: agents@anc.vic.edu.au

Australian National College

Ground Floor 182, Capel Street, North Melbourne, Victoria 3051 AUSTRALIA

Tel (+61 3) 9662 3300

Web: www.anc.vic.edu.au

CRICOS Provider Code: 03009M | RTO 22134



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1. COMPANY PROFILE

Company Name: _____
 Address: _____
 Ph: _____ Fax: _____
 Email: _____ Website: _____
 Business Activities: _____
 Years in Existence: _____ No. of Staff: _____

2. DETAILS OF KEY DIRECTORS

1	2
Name: _____	_____
Position: _____	_____
Qualification: _____	_____
Previous Experience: _____	_____

3. REFEREES (at least two Australian Institutes you have associations with)

1. Name _____	2. Name _____
Institute Name _____	Institute Name _____
Position _____	Position _____
Email _____	Email _____
Ph _____	Ph _____
No. of students referred over past 2 years _____	No. of students referred over past 2 years _____

FOR OFFICE USE

Reference by (DD/MMM/YYYY) by _____ (DD/MMM/YYYY) by _____ (DD/MMM/YYYY) by _____

4. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

ANC encourages all its agents to familiarise themselves with:

- The Australian Department of Home Affairs (DHA) website (www.homeaffairs.gov.au)
- The Australian Department of Education and Training (www.education.gov.au)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? Yes No
- Do you understand you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DHA website? Yes No
- Are you prepared to comply with all requirements of ANC about advertising, course material, application procedures and providing information to students? Yes No
- Are you prepared only to use material supplied by ANC to describe its courses? Yes No

5. MARKETING (please use separate sheets if required)

Geographical Territory you will serve & strengths you have in these regions _____

 Any other information you consider to be important to this application: _____

6. DECLARATION

I am interested in representing Australian National College as an Education Agent and I agree to do so in honest and professional manner.

Signed by _____ Date (DD/MMM/YYYY) _____
 Name _____ Position _____

Should this document be returned by email in types format, with all information given it will be deemed as being signed by the applicant.