



**MIVS**  
**MELBOURNE**  
INSTITUTE OF VOCATIONAL STUDIES

For consideration to be appointed as certified Education agent of RTO and to assist the college in the selection of agents, please complete this form and return it by email to: [admission@mivs.edu.au](mailto:admission@mivs.edu.au)

Note: completion of this application form will not make you an agent of RTO, but will enable the college to consider appointing you as such.

**1. DETAILS OF THE AGENCY**

Agency Business Name	
ABN	
Address	
Phone /Mobile	
Fax	
Email	
Website	

**2. DIRECTORS / PARTNERS / PROPRIETORS DETAILS**

United Business College Pty Ltd T/as  
Melbourne Institute of Vocational Studies  
A.C.N 108 960 596  
A.B.N 85 108 960 596  
RTO 41161  
CRICOS 03514E

Melbourne Campus  
Suite 401 – 404  
343 Little Collins St  
Melbourne VIC 3000  
P > 03 9670 1015  
E > [admission@mivs.edu.au](mailto:admission@mivs.edu.au)



Name 1:

Name 2:

Years of  
experience

No of Employees

Phone /Mobile

Fax

Email

### 3. LIST OF STAFF NAMES DIRECTLY INVOLVED IN COUNSELLING STUDENTS

Name	Position
1.	
2.	
3.	

### 4. Sub Agents Employed ( If Applicable attached full contact details)

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**5. PLEASE TICK THE MARKETS THAT YOU REPRESENT**

<input type="checkbox"/> Honk Kong	<input type="checkbox"/> Oman	<input type="checkbox"/> China
<input type="checkbox"/> Malaysia	<input type="checkbox"/> Kuwait	<input type="checkbox"/> India
<input type="checkbox"/> Taiwan	<input type="checkbox"/> Qatar	<input type="checkbox"/> Sri Lanka
<input type="checkbox"/> Singapore	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Pakistan
<input type="checkbox"/> Thailand	<input type="checkbox"/> Bahrain	<input type="checkbox"/> Other Countries:
<input type="checkbox"/> Brazil	<input type="checkbox"/> Indonesia	
<input type="checkbox"/> Mauritius	<input type="checkbox"/> Bangladesh	
<input type="checkbox"/> United Arab Emirates	<input type="checkbox"/> Vietnam	

**6. PLEASE EXPLAIN YOUR PLANS FOR RECRUITING STUDENTS TO RTO**

a.

b.

c.

**7. Number of students you estimate to recruit for RTO over the next 12 months:** \_\_\_\_\_

**8. Have you ever had a previous education agent agreement cancelled by a RTO?**  Yes  No

**9. Please attach the following documents to your application:**

- Business Registration Certificate
- Copy of your company profile

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- Samples of marketing material distributed by your agency (English and any other applicable languages)
- Copy of Register of company
- Copy of register of directors
- Copies of key directors and employees qualifications

**10. PLEASE PROVIDE CONTACT DETAILS OF TWO REFEREES** (Preferably Australian education providers or alternatively, business referees):

*\*Please Note these referees will be contacted*

Referee 1:

RTO Name/College Name/Business Name	
Person Name and Position in the business	
Address	
Phone /Mobile	
Fax	
Email	
Website	

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Referee 2:

RTO Name/College Name/Business Name	
Person Name and Position in the business	
Address	
Phone /Mobile	
Fax	
Email	
Website	

### 11. Agent Declaration

As a legal representative of the education agency, I agree that the information that I have provided herein to RTO is true and correct at the time of submission. I understand that the RTO will make an assessment of this organisation's ability to be engaged as an Education Agent based on the information that I have provided.

- I/ We understand that submitting this 'Education Agent Application Form' to RTO, does not grant or guarantee registration as an agent for recruiting international students. RTO reserves the right to cease all business dealings with me / us if we mislead prospective students or misrepresent RTO as authorised agents or representatives of RTO.
- I/We prepared to enter into an agreement with RTO.
- All the information provided above is true and accurate.
- I am interested in representing RTO as an education agent and I agree to do so in an honest and professional manner as per the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) <http://aei.dest.gov.au/AEI/ESOS/NationalCodeofPractice2007> And the ESOS Act 2000 <http://aei.dest.gov.au/AEI/ESOS/ESOSlegislation> .

### 12. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

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## MELBOURNE

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RTO encourages all its agents to familiarise themselves with:

- The Australian Department of Immigration and Border Protection (DIBP) website ([www.immi.gov.au](http://www.immi.gov.au))
- The Australian Department of Education ([www.education.gov.au](http://www.education.gov.au))
- National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (<http://aei.gov.au/ESOS/default.htm>)

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 DIBP website?  Yes  No

Are you prepared to comply with all requirements of RTO about advertising, course material, application procedures and providing information to students?  Yes  No

Are you prepared only to use material supplied by RTO to describe its courses?  Yes  No

Agent  
Signature:

Date:

Please send the signed agent application form along with your company profile to [admission@mivs.edu.au](mailto:admission@mivs.edu.au)

### 13. For Office Use only

Application Approved:

Yes

No

Any Comments on this Application:

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RTO Delegate Name :		Signature:		Date:	
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