



HARWARD INTERNATIONAL COLLEGE

Level 4, 213-215 Lonsdale Street, Melbourne 3000
CRICOS: 03234B | RTO: 22332
Phone: (03) 9639 4699 | Fax: (03) 8669 4055
Email: info@harward.vic.edu.au | Web: www.harward.vic.edu.au

Agent Application Form

Note:

- Please complete this form and return it to us with the supporting documents e.g. Company registration certificates, company profile by email info@harward.vic.edu.au
- Please note Agent Agreement and Agent Certificate may take up to 2 weeks from the submission of this form

Company Information		
Company legal entity:		
Company trading name:		
Australian business number (if applicable):		
Australian migration agency number (if applicable):		
Company postal address:		
City/Suburb:	Postcode:	Country (if Australia):
Director(s) / CEO name(s):		
Main office contact details		
Contact name(s):		
Phone:	Fax:	
Mobile:		
Email:	Website:	
Agent details		
How long has your business been operating?		
List of three institutions you are currently representing in Australia:		
1.		
2.		
3.		
Key Business Activities (List)		
No of students sent to Australia per year:		
No of staff:		
Services provided to students:		

Document Control

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Process Owner: Compliance Manager

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Have you or your staff completed EATC Training (PIER Online)? http://eatc.onlinetrainingnow.com/courses/education-agent-training-course	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes', Name of staff:	
Member of associations:	
Number of offices (locations):	
How do you promote Australian International education and how will you promote our Institute?	
<input type="checkbox"/> Offshore <input type="checkbox"/> Onshore <input type="checkbox"/> Others (Please specify):	
The countries/regions covered by your agency:	
What is your projected number of students you plan to send in the next six months?	
References (Minimum 2 to Be Provided)	
Reference 1	Reference 2
Contact name:	Contact Name
Organization:	Organization:
Email:	Email:
Phone:	Phone:
Deceleration	
I am interested in representing HIC (Harward International College) as an education agent and I agree to do so in an honest and professional manner. I agree to:	
<ul style="list-style-type: none">• Regularly monitor policies and changes to the policies as reported on the DIAC website.• Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Department of Education website.• I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and agree to adhere to the relevant Standards.	
Signature:	
Name:	Role:
Office Use Only	
Application Accepted	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If 'No', Reason:	

Please forward a copy of your Business Profile with this Agent Application Form

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