

## Application for consideration to be appointed as an Education Agent

In order to assist Whitehouse Institute of Design, Australia in the selection of agents representing us, please complete this form as comprehensively as possible and return it by email: [study@whitehouse-design.edu.au](mailto:study@whitehouse-design.edu.au)  
If you have any questions, please call the Sydney Office +61 2 9267 8799 or Melbourne +613 9600 3625. The application will be assessed and the agent will be notified of the outcome of the assessment.

Completion of this application does not guarantee the applicant will automatically become an agent of Whitehouse Institute Pty Ltd.

### Company Profile

#### Company Details:

Registered Company Name:

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Trading Name:

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Street Address:

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Postal Address:

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Phone:

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Web:

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Fax:

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Email:

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#### Contact Officers:

Company Principal:

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Position:

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Phone:

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Email:

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#### Company Background:

Business Registration (ABN) No. (if located in Australia):

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Business Registration Certificate (if located offshore)

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Details of registering country and authority:

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Business Profile:

Please attach a brief description of your company including your vision, your market, services provided to students and promotional and marketing activities and strategies in use.

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Key Business Activities (List):

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Year established:

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No of years as an education agent:

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Number of staff:

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EATC Training (PIER Online):  Yes  No (if yes, please attach Certificates for Agent/Agents)

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Number of offices and their locations:

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Sub agencies:

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Associations/affiliations with other relevant organisations (List):

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China Approval (only for China based agents):

Is your agency on the Chinese list of approved agents by the Ministry of Education or under an approved agreement? Provide details.

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Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes?:

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#### Additional Information

Are you a registered migration agent?:  Yes  No

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Number of Student placements in the last calendar year:

ELICOS:

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VET Sector:

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Higher Education:

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**Referees:**

Referee 1:	Company:
	_____
	Contact Person:
	_____
	Position:
	_____
	Phone:
	_____
	Email:
	_____
Referee 2:	Company:
	_____
	Contact Person:
	_____
	Position:
	_____
	Phone:
	_____
	Email:
	_____
Referee 3:	Company:
	_____
	Contact Person:
	_____
	Position:
	_____
	Phone:
	_____
	Email:
	_____

**Declaration**

I confirm that the answers and details provided in this application are true and accurate to the best of my knowledge. I am interested in representing the Whitehouse Institute of Design, Australia as an education representative and I agree to do so in an honest and professional manner.

On behalf of my agency I:

- Authorise Whitehouse Institute Pty Ltd, trading as the Whitehouse Institute of Design, Australia to collect any necessary information/details required to assist with the assessment of this application.
- Agree to regularly monitor policies and changes to the policies as reported on the DIAC website
- Agree to regularly monitor policies and regulations and changes to these policies and regulations as reported on the DEEWR website
- Confirm that 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.

Signed:	Date:
_____	_____
Name:	Position:
_____	_____
Organisation:	
_____	

**OFFICE USE ONLY**

**Assessment of Application for consideration to be appointed as an Education Agent**

**Assessment of Application**

All relevant fields completed:  Yes  No

Company information checked:  Yes  No

Comment:

Company Profile attached:  Yes  No

Comment:

**Reference Checks Completed:**  Yes  No

Referee 1:      Email to referee: \_\_\_\_\_  
                         Phone call to referee: \_\_\_\_\_  
                         Date: \_\_\_\_\_  
                         Outcome: \_\_\_\_\_

Referee 2:      Email to referee: \_\_\_\_\_  
                         Phone call to referee: \_\_\_\_\_  
                         Date: \_\_\_\_\_  
                         Outcome: \_\_\_\_\_

Referee 3:      Email to referee: \_\_\_\_\_  
                         Phone call to referee: \_\_\_\_\_  
                         Date: \_\_\_\_\_  
                         Outcome: \_\_\_\_\_

Recommendation to Executive Directors

Appoint Agent

Not Appoint Agent

Comment:

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Recruitment Officer Signature:

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Recruitment Officer Name:

Date:

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## DETERMINATION

Agent Approved

Agent Not Approved

Comment:

Executive Director Signature:

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Executive Director Name:

Date:

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