

Education Agent Application Form

Instructions:

1. Please complete ALL questions, upload the required documentation, sign and submit. You are able to save draft and come back to this later. Please ensure you submit your final version.
2. Only complete applications will be accepted and must include all required documentation – please refer to the checklist below.

Criteria:

The following criteria will be used to assess your agency's suitability for accreditation with Bayside English

1. Business Registration – a Registered Business complying with all relevant laws and regulations of the country where the business is located (Country of Origin).
2. Appropriately Trained and Qualified Staff – education agent staff demonstrate the capacity to provide high quality services and information to prospective international students.
3. Business Services – demonstrated capacity to deliver counselling and support services to students.
4. Market Knowledge and Capacity – demonstrated previous experience in recruiting international students (in the Australian tertiary and Vocational education sector, long-term 500 visa subclass students).
5. Compliance with Regulatory Requirements – Understanding of and adherence to ESOSACT, National Code 2018 and other relevant regulations.
6. Conflicts of Interest - Any potential conflict of interests, including cross ownership arrangements, must be declared and will be assessed prior to issuing the agent agreement.

Business Details

1. Registered Company Name

2. Certificate of Registered Business Trading Name

Upload file

3. Trading Name (if different)

4. Company profile*

Upload file

5. Business Website*

6. Are you a registered migration agent?*

Yes

No

7. What is your MARN?*

8. Address*

9. Telephone Number

10. Number of Offices

11. Location of Offices

12. Is your company registered in Australia?*

Yes

No

13. ABN

14. Please upload your ACN*

Upload file

15. Name of Registered Owner*

16. Name of CEO (if different)

17. Name and position of officer authorised to sign agency agreement with Bayside English*

18. Name of officer to act as key contact person for Bayside English. *

19. Number of years in operation*

20. Number of staff/counsellors*

21. What is the main business of your company?*

22. List any subsidiaries and/or associated companies.*

23. Do you or your company conduct other business outside of student recruitment?

Yes No

If Yes, please provide details

24. Do you have sub offices?*

Yes No

Sub office details

25. Do you work with sub agents/sub contractors? *

Yes No

If yes, please provide details.

26. For agents operating in China, do you have a Student Agency License?

Yes No

Trading Information

1. Do you currently represent any Australian institutions?*

Yes No

2. Please provide details *

3. What countries do you recruit students from?*

4. Do you have any representative offices in each of the countries from which you recruit students?*

5. Please upload a copy of the license.

6. For agents operating in India, is your company a member AAERI association of agents in India?

Yes No

7. Have you successfully completed the Australian Education Agent Training Course or are you a member of PIER(Qualified Education Agent)?

Yes No

8. Date of completion

9. QEAC number*

Upload file

10. Have your staff been formally trained in counselling international students?*

Yes No

11. Student Counsellor Information

Name

Qualifications and Experience

<input type="text"/>	<input type="text"/>
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12. How many years has the primary business been operating as an education agent?

13. Number of international students recruited to Australia in the past 3 years*

14. Number of international students recruited to Australia in the previous study year*

15. Please provide a breakdown of students that your company has placed per sector in the past 3 years.

ELICOS

VET

HE

16. What systems do you have in place for checking the student meets Genuine Student Requirement?

17. Do you charge students for your services?*

Yes No

18. Please specify amounts charged for services.

Conflict of Interest & Associate Disclosure

Mandatory under the 2026 Integrity Measures

1. Do you have any Conflict of Interests?

Yes No

If yes, please provide more details

2. Does the Registered owner, CEO or any staff members have an “Associate” relationship with Bayside English or its staff?

An Associate includes a spouse, child, parent, sibling, or a person owning 15% or more of the entity

Yes No

If yes, please provide more details.

3. Does the company have any subcontractors associated with them?

Yes No

If yes, please provide more details.

Student Services

1. Please indicate the services provided to students*

Student counselling English Testing Welfare provision Follow up with parents

Pre-departure briefing Arranging Homestay accommodation Collection of fees

Visa application Post admissions welfare services Other

Please indicate the other services provided to students*

Legal and Financial Due Diligence

1. Has the registered owner or staff of the company ever been convicted of a criminal offence, or have charges pending for a criminal offence?*

Yes No

If yes, please provide details

2. Has the company or registered owner ever been declared bankrupt?*

Yes No

If yes, please provide details

3. Has your agency or any staff member employed by your agency been convicted or charged with any offence under corporate or regulatory law?

Yes No

If yes, please provide details

4. Has this agency previously operated under a different trading name and been pronounced insolvent or bankrupt?*

Yes No

If yes, please provide details

Knowledge of Australia

1. What links do you already have with Australia?*

2. Have you or any of your staff studied in Australia?*

Yes No

Please specify who and where

3. International students entering Australia must comply with immigration requirements. What systems do you have to assist students with travel, immigration and other documentation?*

Referees and Documentation

- Please arrange for two education provider references, in support of your submission.
- Australian based and vocational education sector institution referees are preferred.
- References must be current, and provided by referees with whom you currently have an active working relationship.

Referee 1

Institution Name

Contact Person
Position
Phone
Email

Referee 2

Institution Name
Contact Person
Position
Phone
Email

Education Agent Consent Form

Privacy Act 1988

Bayside English, its employees, contractors and agents are subject to the Privacy Act 1988 (the Privacy Act) and to the requirements of the Australian Privacy Principles (APPs) contained in the Privacy Act.

We also adhere to applicable guidelines issued to agencies by the Office of the Australian Information Commissioner.

Our privacy policy has been developed in accordance with APP 1 and embodies our commitment to protecting the personal information we hold.

Bayside English is required under section 21 A of the ESOSAct 2000, to maintain a list of all their education agents. Bayside English records education agents' details on (PRISMS) Provider Registration and International Student Management System including such details as their personal information including their name, business email address, phone number, and address (if they are an Australian agent).

Agents personal information is accessible to the Department of Education, Department of Home Affairs and other education providers; Their personal information will be used for the purpose of administering the ESOSAct and the Migration Act and for any directly related purpose or any other purpose required or authorised by law.

Education Agent Consent

The key requirement of the ESOSAct 2000 is that all providers on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) must maintain a list of all the provider's agents, and publish that list on its website.

Bayside English lists the names of education agents that have a written agreement and recruit and counsel international students onshore or offshore on behalf of the College.

Bayside English is required by law to publish the names of its education agents on its website (baysideenglish.vic.edu.au), in the Provider Registration and International Students Management System (PRISMS), and on ASQANET. The College will only engage with agents who provide consent for their details to be published in accordance with these legal obligations.

Bayside English may be required to provide information regarding education agent commissions for the recruitment of overseas students to the Secretary of the Department of Education, within any timeframe advised by the Secretary.

I consent to publishing my below details on the Bayside English website.

Yes No

If No, please provide more details.

I consent to listing my details on PRISMS

Yes No

If No, please provide more details.

I consent to listing my details on ASQANET.

Yes No

If No, please provide more details

Education Agent Acknowledgement and Declaration

I hereby declare that, should my application to represent Bayside English as an Education Agent be successful, I will:

- Conduct all recruitment activities in an honest, ethical, and professional manner, in accordance with the [Australian International Education and Training Agent Code of Ethics](#).
- Comply with the Education Services for Overseas Students Act 2000 (ESOSAct), the National Code of Practice 2018, and all relevant regulatory requirements.
- Assess all applicants as Genuine Students, verifying the authenticity of documents and ensuring that students have sufficient funds to cover tuition, living costs, travel, and OSHC for themselves and any dependents while in Australia.
- Not claim or accept any commission for students who have already commenced a course with another provider, in line with Standard 7 – Transfer between Registered Providers, unless the student has a valid release letter as required by the ESOSAct and College policy.
- Maintain confidentiality and transparency in all dealings with students and third parties, acting in good faith to uphold the reputation of Bayside English and the integrity of the Australian international education sector.
- Authorize Bayside English to verify my agency's credentials and compliance with regulatory authorities or third parties where necessary.
- Promptly disclose any actual or potential conflict of interest with Bayside English staff or operations. Failure to disclose may result in suspension or termination of the agent agreement.

- Notify Bayside English of any changes in ownership, management, or control of the agency, or if the agent or any associate becomes a registered education provider in Australia.
- Declare any cross-ownership, financial interest, or affiliation with other education providers that could create a conflict of interest.
- Understand that failure to comply with this declaration, the Agent Agreement, or relevant laws may result in corrective action, suspension, or termination of my agency's appointment.

I acknowledge that the information provided in this application and declaration is true, complete and accurate.

Education Agency Name

Branch Office

Main Contact Name

Signature

Date

Where did you learn about Bayside English?*

Bayside English Sales and Marketing Officer

Search Engine/Website

Social Media

Other

Which Marketing Officer did you hear about us from?