



EDUCATION AGENT APPLICATION FORM

ABOUT THIS FORM

Thank you for your interest in becoming an education agent with the Institute of International Studies (IOIS). Once we receive your application, we will acknowledge it within 3 working days. If you need assistance in completing this form, please contact us by phone or email. Please ensure you provide the details of two referees who can support your application.

Your application will be assessed within 10 working days of receipt. We will then contact you in writing with the outcome. If your application is approved, you will be sent a formal Agent Agreement for signing and will be required to participate in an IOIS induction program before commencing representation.

Completed applications can be returned to IOIS by email or post.

COMPANY DETAILS

| | |
|---|--|
| COMPANY NAME <i>(legal and trading name)</i> | |
| ACN AND ABN | |
| ADDRESS | |
| WEBSITE ADDRESS | |
| PHONE NUMBER/S | |
| EMAIL ADDRESS | |
| COMPANY OVERVIEW | |
| <i>Please provide a summary of the services your company offers, as well as your company structure.</i> | |
| | |
| EXPERIENCE | |

Please outline your experience in recruiting international students. This should include:

- *the number of years you have been in business*
- *the number of providers you currently represent*
- *whether you use any sub-agents*
- *an indication of the geographical areas from which you currently recruit students from*
- *the number of students referred to Australian education institutions in the past three years.*

BENEFITS

Please explain the benefits that your company can offer to us.

REFEREES

| REFEREE 1 | |
|-------------------------|--|
| COMPANY NAME | |
| CONTACT PERSON NAME | |
| CONTACT PERSON POSITION | |
| PHONE NUMBER | |
| EMAIL ADDRESS | |

| REFEREE 2 | |
|-------------------------|--|
| COMPANY NAME | |
| CONTACT PERSON NAME | |
| CONTACT PERSON POSITION | |
| PHONE NUMBER | |
| EMAIL ADDRESS | |

Privacy Notice – Education Agents

The **Institute of International Studies (IOIS)** is required to collect certain personal and business information from education agents as part of the application, approval, and ongoing monitoring process.

This information is collected to:

- Assess and manage your application to act as an authorised IOIS education agent.
- Maintain accurate records of agreements, performance, and compliance.
- Communicate with you regarding your agency relationship with IOIS.
- Meet IOIS's obligations as a Registered Training Organisation (RTO) under the **Standards for RTOs 2025** and the **Privacy Act 1988 (Cth)**.

Your information may be disclosed to:

- The **Australian Skills Quality Authority (ASQA)** or other regulators, if required.
- Independent auditors or quality assurance reviewers engaged by IOIS.
- Other third parties where necessary to manage your agent agreement, or as required by law.

Your information will not be shared with overseas or unrelated third parties without your consent, except where authorised or required by law.

You have the right to access and correct your personal information held by IOIS. Requests should be directed to IOIS using the contact details provided in this agreement.

Education Agent Declaration – IOIS

- I declare that the information provided in this application is true and correct.
- I agree to the collection, use, and disclosure of my personal information in accordance with the IOIS Privacy Notice.
- I understand my responsibilities as an education agent under my agreement with IOIS and commit to acting honestly, fairly, and in the best interests of students at all times.
- I will provide accurate and ethical information to students about IOIS courses, policies, and procedures, and support them in making informed decisions about their study options.
- I will comply with all applicable IOIS policies, the **Standards for RTOs 2025**, and relevant Australian consumer protection laws.

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|---|--|
| NAME OF EDUCATION AGENT REPRESENTATIVE | |
| EDUCATION AGENT REPRESENTATIVE POSITION | |
| SIGNATURE | |
| DATE | |