

## EDUCATION AGENT APPLICATION FORM

### Education Agency Details

Company name			
Trading Name			
Head Office Address			
Contact Person			
Mobile			
Email			
Website			
ABN (Australia)			
MARA/Overseas Agent ID			
Company Registration No:			
Number of employees			
List the staff that have completed the EATC Training (PIER Online) <a href="http://www.pieronline.org/eatc/">http://www.pieronline.org/eatc/</a>			
<i>List of Branch Offices - please insert additional rows for branch offices if required</i>			
Branch Office 1 Address		Mobile	
Contact Person		Position	
Branch Office 2 Address		Mobile	
Contact Person		Position	
Year commenced as an Education Agent			
Which countries/markets do you operate in?			
Overseas Student Recruitment	<input type="checkbox"/> On Shore <input type="checkbox"/> Off Shore		
Which sectors do you currently promote?	<input type="checkbox"/> VET <input type="checkbox"/> University/Higher Education <input type="checkbox"/> ELICOS <input type="checkbox"/> Schools		
List 3 Australian VET Colleges you currently represent			
Please list the most popular VET courses you currently promote			
Do you have sub-agents overseas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a list of sub-agents including the regions and countries</i>		

Agent Application Form	Version #	V7	Effective Date	Feb 2024	Issued Date	01/04/2025	Created for	PIVOTAL EDUCATION RTO 90272 – CRICOS 03872E
------------------------	-----------	----	----------------	----------	-------------	------------	-------------	--

List the names of all relevant staff that have completed the PIER online training <a href="http://www.pieronline.org/eatc/">http://www.pieronline.org/eatc/</a>	
Do you have any staff that need to commence the PIER online training or are in the process with a completion date	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a list of staff and their expected completion date</i>
Has your education agency, or any individual working in or sub-agent associated with your education agency been involved in administrative actions or other disputes related to the recruitment of overseas students?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide an attached explanation</i>
List student services and charges	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide an attached policy/fees and charges list</i>

**Why would you like to represent Pivotal Education (03872E)?**

<b>Attachments</b>	
<i>Please submit the following attachments with this application</i>	
Company registration details received (including affixes, licenses, and/or certificates)	
ABN registration certificate	
Company Profile – <i>please also include the complete list of educational institutes currently representing in Australia</i>	
Student Services and Charges – Refund Policy	
MARA Certificate(s) (if available)	
Overseas Agent ID Certificate(s) (if available)	

<b>Referees</b>	
Please provide the contact details of two referees from Australian Registered Training Organisations you represent	
Referee 1	
Institution Name	
Contact Person/Position	
Address	
Phone/Mobile	
E-mail	

Referee 2			
Institution Name			
Contact Person/Position			
Address			
Phone/Mobile			
E-mail			
Beneficiary Details			
Account Name			
Swift/Bank Code			
BSB:			
Account Number			
Bank Name			
Bank Address			
Form completion			
Form completed by			
Authorised Signature		Date	