


# EDUCATION AGENT > EXPRESSION OF INTEREST TO BECOME AN AGENT

Canning College will periodically consider Expressions of Interest from agents to recruit International Fee Paying students. If you would like to be considered for an agent agreement, please complete the following form.

 This icon appears in sections where additional documentation must be attached.

*Please Note: Handwritten applications will not be accepted*

## PART A: CORPORATE DETAILS

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Please enter names including the title (Mrs, Miss, Ms, Mr etc) where applicable

Registered company name:

Trading name (if different):

Company registration number and/or Australian business number (ABN):

Name of registered owner/principal (if different):

Name of chief executive officer (if different):

Name of contact person:  Email address:

### Name of signatory of agency agreement/contract

Title (Mrs, Miss, Ms, Mr etc):

Family name:  Given name(s):

Position:  Email address:

### Head office physical company address (to appear on contract)

Number and Street:

Suburb/City:  Country:  Postcode:

Telephone (country code/area code/number):  Mobile:

Website:  Email address:

## PART B: SERVICES PROVIDED

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1. Is your company registered with the Education Ministry / Department / Commission and/or Agent Association in your country?

2. Outline your company's experience in representing overseas education institutions:

3. Outline the services provided by your company (e.g. guardianship and/or homestay, application fees, counselling, etc.) and the cost of the services provided:

4. List the institutions that you recruit for in Australia:

5. Please provide two relevant referees from educational institutions (including full name, name of institution and email address) in Australia / New Zealand with whom you have had dealings in the capacity of an education agent within the last 12 months (Name of Institution, email address):

Referee 1:

Referee 2:

6. Please list what training you and/or your staff have undertaken in relation to the role of an education agent:

7. Have you and/or your staff completed the Professional International Education Resources (PIER) training?

Yes  No

8. Please provide information if you are or have any sub agents (name, trading name, location email/address):

## PART C: ATTACHMENTS

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Please provide the following attachments with your application:

*Please Note: Your application CANNOT be considered if documents are missing.*

- Copy of business registration (if Australian based please include ABN).
- Proposed marketing plan for how you intend to promote Canning College.
- A company profile, including a summary of all your company's areas of operations (e.g. Education Agent, Migration Services, etc.).
- List of addresses and contact details of ALL offices operating under the company name (or trading name if applicable).
- Your company's physical or courier address for delivery of marketing materials (no PO boxes).
- Any additional information you feel may be relevant to supporting your application.

*Please Note: This application must be completed digitally then printed out and signed by hand. Once completed, you may submit it to Canning College via:*

EMAIL: [canning.col.info@education.wa.edu.au](mailto:canning.col.info@education.wa.edu.au)  
(email is preferred)

POST: Canning College  
Marquis Street Bentley WA 6102  
PO Box 1148, Bentley Delivery Centre Bentley WA, 6983

## PART D: DECLARATION

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Please provide the following attachments with your application:

I,  of   
(Full name) (Full name of company)

confirm that the details provided are true and accurate to the best of my knowledge.

Name:  Signed: .....

Position:  Date:

## CHECKLIST

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Please check that you have completed all sections of this form. Your application CANNOT be processed if it is incomplete.

- PART A - CORPORATE DETAILS
- PART B - SERVICES PROVIDED
- PART C - ATTACHMENTS
- PART D - DECLARATION

**SUBMIT FORM**