

# Education Agent Application Form

Please duly fill this form and submit to [marketing@bluelotus.edu.au](mailto:marketing@bluelotus.edu.au) along with supporting documents, including a company profile, to apply to become an authorised education agent for Blue Lotus Academy Pty Ltd trading as Blue Lotus College (BLC) for the purpose of recruiting international students to study at the BLC.

Your Agency Details	
What type of business is your agency? (Select one)	
<input type="checkbox"/> a sole proprietor	▶ Name of proprietor:
<input type="checkbox"/> a partnership	▶ Name of partners:
<input type="checkbox"/> an incorporated company	▶ Registered company name:
	Trading name (if applicable):
	Number of directors:
	Name of directors:
	Place of registration:
	Date of registration:      Expiry date:
	Australian Business Number (ABN):
	(or equivalent registration number)
	MARA no.:      QEAC no.:
Your Correspondence Details	
Street address:	Country:
Postal address:	Country:

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Telephone:		Fax:	
Email:			
Website:			
<b>Your Main Contact Details</b>			
Chief Executive Officer/Director:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
Given names:		Surname:	
Name of your main contact officer:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss/ <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
Given names:		Surname:	
Direct telephone:		Mobile:	
Fax:		Email:	
<b>Your Business Profile</b>			
How many offices / representative offices do you have & where are they located?			
Are you a member of any agent association or professional industry body? <input type="checkbox"/> Yes <input type="checkbox"/> No         (e.g. PIER, agent association. Please provide a copy of the membership certificate)			
<b>Name of the industry body</b> (eg Education Agent Association)		<b>Years of membership</b>	

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**Which courses are your clients most interested in? (Please tick relevant boxes)**

- ☐ General English
 ☐ University Foundation
 ☐ Undergraduate  
☐ Academic English
 ☐ Vocational Education
 ☐ Postgraduate

Other:

**Which Australian education institutions do you currently represent?**

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

**Which education institutions do you represent for countries other than Australia?**

Name of Institution	How many years have you represented this Institution?	Total number of students recruited to this Institution?

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If appointed as an Agent for BLC, how many students will you aim to recruit in the first year?	
State briefly how you plan to recruit students to the courses offered by BLC? You may attach a separate document/your marketing plan.	
Do you charge (or intend to charge) students / applicants any fee or commission for processing their application? <span style="float: right;">Yes      No</span>	
How many years of experience you have in Australian education Sector? <span style="float: right;">Years</span>	
<b>Your References:</b> Please provide the name of three referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.	
<b>Referee1</b>	
Name:	
Company :	Position:
Address:	
Phone:	Email:
<b>Referee 2</b>	
Name:	
Company:	Position:
Address:	
Phone:	Email:
<b>Referee 3</b>	

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Name:		
Company:		Position:
Address:		
Phone:	Email:	
<b>Declaration by the Agent</b>		
<p>I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Blue Lotus College to contact my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Blue Lotus College in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR.</p>		
Authorised Signature:		Date:
Name of the Officer:		Position:
<b>Application Checklist</b>		<b>Return completed application to:</b>
<input type="checkbox"/> Application form completed and signed <input type="checkbox"/> Evidence of business registration attached <input type="checkbox"/> Completed and signed Agent Agreement attached		<b>Email:</b> <a href="mailto:marketing@bluelotus.edu.au">marketing@bluelotus.edu.au</a>  <b>Post:</b> Level 2, 540 Elizabeth Street, Melbourne, VIC,3000
<b>Office use only:</b>		
Referees checked by:	Agency approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approved by:	Agreement signed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Agent Code:
Comments:		