

JHIT International Education Agent Application Form

Application Instructions

- Please complete all sections of the application form and ensure it is signed.
- Only fully completed applications with all required supporting documentation will be accepted.
- Please refer to the checklist at the end of the application form before submission.
- Submit the completed application and supporting documents to: info@jabinhopkins.edu.au

1. Primary Business Details

Business Legal Name	
Business Trading Name	
Business Address	
Postal Address	
Contact Office Number	
Contact Mobile Number	
Please nominate an email address to be registered (generic email preferable)	
ABN/ABC if registered in Australia	

2. Please provide a description of your major business activities

Number of years in operation		Number of staff/counsellors	
Provide the number of students referred to Australian educational institutions over the past 3 years			
Describe your membership of professional associations:			

3. Details of Key Directors and Employee

Staff Name	Position	Background, qualifications and previous experience

4. Sub Office Details

Do you have sub-offices?

☐	Yes	Please attach a list of all sub offices including relevant contact details (email, phone, contact person)
☐	No	

5. Sub Agent Details

Do you work with sub agents?

☐	Yes	Please attach a list of all sub agents including relevant contact details (email, phone, contact person)
If yes, please provide: - names and contact details of all sub-agents; - countries of operation; - evidence that sub-agents are appropriately monitored and trained; - confirmation that sub-agents comply with ESOS and National Code requirements.		
☐	No	

6. Company Profile

For us to obtain a better understanding of your organisation and business operations, please attach your Company Profile including:

- number of years your company has been operating
- number of staff
- services provided
- any other relevant information

7. Due Diligence

Have you or any of your staff been convicted of a criminal offence, or have charges pending for a criminal offence?	☐	Yes	☐	No
If yes, please provide details:				
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:				
Has this agency previously operated under a different trading name and been pronounced insolvent or bankrupt?	☐	Yes	☐	No
If yes, please provide details:				
Been subject to sanctions or investigation by a regulator?	☐	Yes	☐	No
If yes, please provide details:				
Been refused partnership by an education provider due to compliance concerns?	☐	Yes	☐	No
If yes, please provide details:				
Had an education agent agreement terminated by an Australian provider?	☐	Yes	☐	No
If yes, please provide details:				

8. Understanding of and complying with ESOS requirements

Are you prepared to regularly monitor The Department of Home Affairs website (https://www.homeaffairs.gov.au/)?		Yes		No
Are you prepared to regularly monitor The Australian Government Department of Education website https://www.education.gov.au/ ?		Yes		No
Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018?		Yes		No
The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) supports the National Strategy for International Education 2025 to advance Australia as a global leader in education, training and research. https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx		Yes		No

9. The National Code 2018 factsheets will continue to be updated to reflect questions from the sector.

Are you aware of the main responsibilities of Agents under the National Code and that your responsibility is to comply with these obligations fully.		Yes		No
Have you read and have an understanding of the Education Services for Overseas Students (ESOS) legislation (ESOS Act) https://internationaleducation.gov.au/Regulatory-Information/EducationServices-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx		Yes		No
Do you understand that students applying for a student visa must satisfy Genuine Student (GS) requirements and study full-time in accordance with visa conditions?		Yes		No
Do you understand that you must not make any guarantees regarding permanent residency, migration outcomes, or visa approval outcomes in Australia, but may refer students to the Department of Home Affairs website?		Yes		No
Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students.		Yes		No
Are you prepared only to use material supplied by JHIT to describe JHIT and its courses. (The Agent must not create, publish or distribute marketing materials relating to JHIT without prior written approval from JHIT)		Yes		No

I understand and will comply to the above questions and requirements of the National Code 2018

Print Name	Signature	Date

10. Business Services

Please indicate the services provided to students

	Student Counselling		Welfare Provision		Post admissions welfare service
	Visa Application		English Testing		Collection of Fees
	Arranging Accommodation		Pre-departure Briefing		Others
Please list any other service provided to students:					

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11. Referees

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

	Yes	Yes, two education provider referees will submit their completed references on the Education Agent Reference Check pro-forma via email.
Name of Referee 1		
Position		
Institution name		
Phone		
Email		
Name of Referee 2		
Position		
Institution name		
Phone		
Email		

12. Check List

Please include ALL the documentation listed below to support your application (check appropriate box):

	Completed application form and signed declaration attesting to an understanding and compliance with all laws and regulations, especially laws pertaining to Consumer Protection of Australia and/or country in which the agent is operating (included in this form) (refer to www.consumerlaw.gov.au for more information)
	Copy of business registration (where applicable, certified English translation)
	Details of company website and official social media platforms used for student recruitment.
	Copy of the Certificate of Attainment for the AEI – Education Agent Training Course (EATC), or other evidence of course completion. Alternatively, where the Agent does not undertake the EATC/QEAC training, evidence of completion of relevant international education training, such as ISANA training, may be provided. For further information, please visit https://isana.org.au/
	Company Profile including - number of years in operation; - number of staff; - services provided; and marketing initiatives undertaken within the last 12 months.
	Two Education provider referee references, in support of your submission. Australian based institution referees are preferred.
	Sample of publications and promotional materials provided to students (including web details)

DECLARATION

I/we, _____

of (Company name) _____

- declare that the answers and information provided in this application are complete and accurate and that all information pertinent to this application has been fully disclosed, irrespective of whether such information was specifically requested.
- I/we declare that I/we understand all relevant laws and regulations of Australia and in countries where we recruit students, in particular those laws pertaining to consumer protection, the ESOS Act and the National Code 2018 and will not knowingly refer non-genuine students to JHIT.
- I/we declare that I/we handle all student personal information in accordance with applicable privacy laws and only use information for authorised recruitment and admission purposes.
- I/we declare that any Conflict of Interest or perceived Conflict of Interest will be handled in an appropriate manner in accordance with ESOS requirements.
- I/we confirm my/our obligation to always comply with such laws and regulation, including any amendments from time-to-time.
- I/we authorise the Jabin Hopkins Institute of Technology, to contact my/our referees and collect any information or details as required.
- I am/we are aware that JHIT, may conduct a due diligence check and is under no obligation to approve my/our application for agency agreement
- I/We confirm that neither the Agency nor its employees, subcontractors or sub-agents have engaged in:
 - dishonest recruitment practices;
 - misleading or deceptive conduct;
 - false or unethical advertising;
 - the deliberate recruitment of students in conflict with overseas student transfer obligations under Standard 7 of the National Code 2018;
 - making guarantees regarding migration or permanent residency outcomes.
- I/we consent to JHIT collecting, storing and verifying information provided in this application for due diligence and compliance purposes.
- I/we acknowledges that JHIT may conduct ongoing monitoring and periodic reviews of the Agent's performance and compliance obligations.
- I/we agree to participate in compliance or policy training required by JHIT from time to time.
- I/we understand that JHIT reserves the right to reject, suspend, or terminate any agency arrangement where concerns arise regarding the Agent's conduct, compliance history, business practices, or suitability to represent JHIT.

Print Name

Signature

Date