The application package is for education agents who have:
• Never been registered as Duke College agents, or;
• Not been registered in the past 12 months.

FURTHER INFORMATION
Visit Duke College official website: www.duke.edu.au for details. Alternatively, you can send an email to marketing@duke.edu.au.

WHO NEED TO BE REGISTERED
Education agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to overseas student wishing to study in Duke College must register as a Duke College education Agent.

BEFORE APPLYING
Before making an application you should access the following information and read it:
• Education Services for Overseas Act 2000.
• National Code of Practice for Registered Authorities and provision of education and Training for Overseas Student.
• Duke College website.

It is also recommended that you visit:
• The Australian Department of Immigration and Border Protection (DIBP) website (www.border.gov.au)
• The Australian Department of Education (www.education.gov.au)

COMMUNICATION
Our office requires to keep your contact details on Duke College database. In addition, we will use your business phone, business address and email address to advise receipt of your applications and other administrative issues relating to your business. The office will also use your business address and email address to communicate with you for the purpose of urgent notification and applications.

Please keep your business contact update at all times. The Duke College will not be responsible for any delay caused by business contact change without proper notification.

ASSESSMENT OF APPLICATION
The standard processing time for an application takes up to 1-3 weeks from the receipt of completed application.

If you do not provide all of the information required or provide only partial information, your application may be delayed significantly. In addition, the uncompleted application can only be held by the Duke College up to 60 days, and if further information required by the Duke College has not been received within 60 days after the request has been sent out, your application will lapse automatically without further notice.

Please be advised that we will not review your application until 12 months after your application has been refused.

If your application is approved, we will send you the agency agreement for your signature. Request the signed agreement to be sent back for further processing. Once the signed agreement is returned, a Certificate of Representation evidencing your registration will be sent to you.

COMMISSION PAYMENTS
Duke College has got its own online commission payment system.

Once your application is processed and approved, you will be issued with an Agent and Login Code, and password which you will be able to use to logon to the system.

Once logged in you will be able to see the details about the students enrolled by your agency, their payment details and commission status.

If you decided to become an Duke College Education Agent, you need to:
• Complete the application form, following over leaf, by answering ALL questions
• Provide the contact details of two (2) professional referees(if applicable) • Provide official Agent Certificate from one of the education provider • Provide proof of business registration from you country • Proof of any academic qualification or professional recognition

All the above information MUST be in English or translated into English from a notary office in your country. Please send the certified copies only as the application documents can NOT be returned from the office. Duke College recommends that you keep a copy of your application for your files.

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:
Marketing Team: marketing@duke.edu.au
Duke College
• Address: Level 1, 20 Macquarie St Parramatta NSW 2150
• Postal Address: PO Box 3323 Parramatta NSW 2124
Tel (+61 2) 02 9687 3200 Website: www.duke.edu.au

© Elizabeth Bence Pty Ltd 1/a Duke College International Educational Agent Application Form
1. COMPANY PROFILE

Company Name: ____________________________________________________________
Address: ______________________________________________________ Ph: _________________________ Fax: _____________________________
_____________________________________________________________ Email:  _______________________________________________________
_____________________________________________________________ Website: _____________________________________________________
Business Activities: _______________________________________________________________________________________________________________
Years in Existence:______________________________________________ No. of Staff: ___________________________________________________

2. DETAILS OF KEY DIRECTORS

1. Name: ________________________________________________________
Position: _______________________________________________________
Qualification: __________________________________________________
Previous Experience: ___________________________________________

2. Name: ________________________________________________________
Position: _______________________________________________________
Qualification: __________________________________________________
Previous Experience: ___________________________________________

3. REFEREES (at least two Australian Institutes you have associations with)

1. Name __________________________ Position ____________________________
Institute Name __________________________ No. of students referred over past 2 years __________________
Ph __________________________________ Email ________________________________________________________

2. Name __________________________ Position ____________________________
Institute Name __________________________ No. of students referred over past 2 years __________________
Ph __________________________________ Email ________________________________________________________

4. UNDERSTANDING OF AND COMPLYING WITH ESOS REQUIREMENTS

Duke College encourages all its agents to familiarise themselves with:
• The Australian Department of Immigration and Border Protection (DIBP) website (www.border.gov.au)
• The Department of Education, Employment and Workplace Relations website (www.deewr.gov.au)

Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time? ☐ Yes ☐ No
Do you understand you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the DIBP website? ☐ Yes ☐ No
Are you prepared to comply with all requirements of Duke College about advertising, course material, application procedures and providing information to students? ☐ Yes ☐ No
Are you prepared only to use material supplied by Duke College to describe its courses? ☐ Yes ☐ No

5. DECLARATION

I am interested in representing Duke College as an Education Agent and I agree to do so in honest and professional manner.

Signed by _____________________________________________________________ Date ________________________________________________________________
Name ________________________________________________________________ Position _______________________________________________________________

Should this document be returned by email in types format, with all information given it will be deemed as being signed by the applicant.

6. MARKETING (please use separate sheets if required)

Geographical Territory you will serve & strengths you have in these regions ________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

Any other information you consider to be important to this application: ________________________________________________________________
_________________________________________________________________________________________________________________________________