

## EDUCATION AGENT APPLICATION FORM (DOMESTIC STUDENTS)

Before applying to become an Education Agent for State Institute of Training (SIT), you should access the information on:

- Standards for RTO's 2015
- SIT website [www.sit.vic.edu.au](http://www.sit.vic.edu.au)

COMPANY DETAILS	
<b>COMPANY NAME</b>	
<b>ABN</b>	
<b>CONTACT PERSON</b>	
<b>POSITION</b>	
<b>CONTACT PHONE</b>	
<b>EMAIL</b>	
<b>WEBSITE</b>	
<b>ADDRESS</b>	
BUSINESS BACKGROUND	
<b>How long has your business been operating as an Education Marketing Agency?</b>	
<b>List the number of students recruited for study in the last year</b>	
<b>List of other institutions you are currently representing in Australia.</b>	
<b>List the courses you promote enrol students into:</b>	

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**How do you propose to promote SIT?**

- Brochures
- Internet
- Student Seminars
- Exhibitions
- Agent Website
- Other (please specify):

**From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice?**

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**Please use the space provided below to include any other information you consider to be of importance to this application.**

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Are you prepared to comply with all requirements of SIT about advertising, course material, application procedures and providing information to students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to only use material supplied by SIT to describe its courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>REFEREES</b>	
<b>Please list names and contact details of 2 referees from Australian Education Sector</b>	
Referee 1 Name	
Organisation	
Phone	
Email	
<b>DECLARATION</b>	
<p>I declare that the information I have provided on application is true and correct to the best of my knowledge. I further declare that I understand all relevant laws pertaining to Australian consumer protection and the requirement to comply with Standards for RTOs 2015 as a third party Please attached a copy of your company registration &amp; Business registration certificates and company profile.</p>	
SIGNATURE	
DATE	

**The completed form along with required documents must be forwarded to:**

[marketing@sit.vic.edu.au](mailto:marketing@sit.vic.edu.au)

<b>FOR SIT OFFICE USE ONLY</b>			
Date Form Received:			
Supporting Documents Received	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Received by:		Date:	