



# Superior Technical College

## Education Agent Application Form

Use this form to apply to become an approved education agent for Superior Technical College.

**Note:** Approval is subject to STC completing due diligence, fit and proper checks, review of supporting documents, and execution of the formal Education Agent Agreement.

### 1. Agent details

Legal entity name	
Trading name (if any)	
ABN/ACN or foreign registration number	
Country or countries of operation	
Registered business address	
Postal address	
Website and social media links	
Years operating in student recruitment	

### 2. Principal contact

Contact name	
Position title	
Phone	
Email	
Other key staff involved in recruitment	

### 3. Recruitment scope requested

Student markets / countries targeted	
Courses or study areas to be promoted	
Recruitment channels to be used (for example website, events, social media, counsellors)	
Will the agent engage any subcontractors or representatives? If yes, provide details	
Does the agent or any representative provide migration advice? If yes, provide OMARA details	

### 4. Related entities and associates

- List all related entities, associates, owners, directors, officers and any other parties involved in education agent services on behalf of the organisation.

**Details:**



### 5. Fit and proper declaration

Please tick the appropriate response. If you answer “No” to any item, attach a full explanation and supporting documents.

Declaration item	Yes	No
The agent is lawfully registered and authorised to operate in the relevant jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
The agent, its owners, directors, officers, employees and associates are fit and proper to undertake education agent services.	<input type="checkbox"/>	<input type="checkbox"/>
No adverse regulatory findings, sanctions, suspensions, deregistration actions or similar actions have been made against the agent or its associates, unless disclosed in writing with this application.	<input type="checkbox"/>	<input type="checkbox"/>
No person involved in the agency has been charged with or convicted of fraud, dishonesty, visa fraud, document fraud or other conduct relevant to student recruitment, unless disclosed in writing with this application.	<input type="checkbox"/>	<input type="checkbox"/>
The agent has disclosed all associates and related entities relevant to its recruitment activities.	<input type="checkbox"/>	<input type="checkbox"/>
The agent agrees to immediately notify STC if any investigation, warning, sanction, ownership change or other matter arises that may affect fit and proper status.	<input type="checkbox"/>	<input type="checkbox"/>

### 6. Policy and compliance acknowledgement

By signing this form, the agent confirms that it has read, understood and agrees to comply with the following:

- the ESOS Act, National Code and any applicable legislative requirements relating to education agents
- STC Third Party Management Policy and Procedure
- STC Marketing and Advertising Policy and Procedure
- STC Enrolment Policy and Procedure
- STC Conflict of Interest Procedure
- STC Continuous Improvement and Quality Management Policy and Procedure
- STC Privacy and student information handling requirements
- STC Student Handbook and any approved agent orientation materials



### 7. Student information and ethical conduct declaration

The agent confirms that it will:

- provide students with accurate, complete and up-to-date information about STC courses, entry requirements, fees, delivery locations, modes of study, support services and relevant policies
- use only STC-approved marketing materials, forms, templates and promotional content
- support students to make fully informed decisions before enrolment by clearly explaining fees, refunds, course requirements, support available, student obligations and complaints and appeals processes
- not make false, misleading, deceptive or incomplete statements about STC, visa outcomes, employment outcomes or pathways to residency
- not guarantee visas, work outcomes, completion outcomes or any outcome outside STC’s control
- not collect tuition fees or other student payments unless expressly authorised in writing by STC
- not provide migration advice unless appropriately authorised and lawfully permitted to do so
- immediately report suspected fraud, falsified documents or concerns about student suitability or visa integrity to STC
- participate in STC induction, training, monitoring and review processes as required

### 8. Supporting documents checklist

- Business registration certificate or equivalent
- Copy of identification for principal contact and directors / owners
- Organisation profile or brochure
- List of associates, related entities and recruitment representatives
- Any explanatory statements for adverse findings or investigations
- Evidence of OMARA registration, where migration advice is provided
- Any other documents requested by STC

### 9. Declaration and signature

I declare that the information provided in this application is true, complete and accurate. I understand that Superior Technical College may refuse this application, request further information, or terminate any later agreement if information provided is false, misleading, incomplete or if fit and proper requirements are not met.

Name of authorised representative	
Position title	
Signature	
Date	
STC review outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to conditions <input type="checkbox"/> Not approved

#### Office use only:

Due diligence completed  Fit and proper check completed  Orientation pack issued  Agreement issued