



SUPERIOR TECHNICAL COLLEGE

RTO# 46552 CRICOS# 04444F

EDUCATION AGENT APPLICATION FORM

Section 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	
Section 2 - Principal contact	
Contact name	
Position title	
Phone	
Email	
Other key staff involved in recruitment	
Section 3 - Recruitment scope requested	
Student markets / countries targeted	



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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	

Section 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.

Please provide two professional references who can validate your experience, conduct and suitability to represent Superior Technical College as an education agent (provide name, org, relationship and contact)

Section 5 - Fit and proper declaration

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

Declaration item	Yes	No
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The agent is lawfully registered and authorised to operate in the relevant jurisdiction.	☐	☐
The agent, its owners, directors, officers, employees and associates are fit and proper to undertake education agent services.	☐	☐
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.	☐	☐
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.	☐	☐
The agent has disclosed all associates and related entities relevant to its recruitment activities.	☐	☐
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.	☐	☐

Section 6 - Acknowledgement and declaration

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



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.

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

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.



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Name of authorised representative	
Position title	
Signature (insert picture of signature)	
Date	
STC review outcome	☐ Approved ☐ Approved subject to conditions ☐ Not approved

Section 7 - Office Use Only:

☐ Due diligence completed ☐ Fit and proper check completed ☐ Reference checks completed ☐ Orientation pack issued ☐ Agreement issued	Comments
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