

## About this form

This form is to be utilised for the monitoring of education agents. It is to be completed six months following the signing of the contract and every six months thereafter.

## Education agent details

Organisation name	<input type="text"/>
Contact person	<input type="text"/>
Date of review	<input type="text"/>
Period of time over which the review was conducted	<input type="text"/>

## Monitoring questions

How many applications has the agent submitted and how many students have subsequently been enrolled? Is the conversion rate acceptable? Please note any visas which have been refused, withdrawn, deemed invalid or cancelled and whether there were valid reasons for such.

Has there been any issues with the documentation provided by the agent on behalf of the student?

How many students recruited by the agent have transferred to another provider within or after 6 months of commencement?

What are the completion rates for students recruited by the agent?

How many students from this agent have been reported for unsatisfactory course progress/ attendance, non-payment of fees or misbehaviour? Please specify reason for reporting against number of students.

Have student surveys identified any issues with the agent? If so what?

## Benefits

Please explain the benefits that your company can offer to us.

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## Referees

### Referee 1

Company name	<input type="text"/>		
Contact person name	<input type="text"/>	Contact person position	<input type="text"/>
Phone number/s	<input type="text"/>	Email address	<input type="text"/>

### Referee 2

Company name	<input type="text"/>		
Contact person name	<input type="text"/>	Contact person position	<input type="text"/>
Phone number/s	<input type="text"/>	Email address	<input type="text"/>

## Privacy Notice

DTS is required to collect education agents' personal information. This may be shared with the Australian Government as required for the purposes of:

- promoting compliance with the ESOS Act and the National Code;
- assisting with the regulation of Agents;
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- facilitating the monitoring and control of immigration.

Information about education agents can also be accessed by all registered providers through PRISMS and includes:

- the outcome of the enrolments
- the percentage of completed CoEs by the education agent
- the number of CoEs created with the education agent's involvement against the total number of CoEs created for the provider.

**Education Agent Declaration**

- I declare that the information provided is true and correct.
- I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.
- I understand my responsibilities as an education agent under the National Code 2018 Standard 4 and have a good understanding of the international education system in Australia, including the International Education and Training Code of Ethics.

Name of education agent representative

Education agent representative position

Signature

Date