



AGENT APPLICATION - For Agents to Provide Students to the School

St Luke's Grammar School does not have Agency Agreements. However, the School does accept Application to Enrol forms from students who are introduced to St Luke's Grammar School through an Agent, subject to the following conditions:

As the Education Agent of the student seeking to apply for enrolment at St Luke's Grammar School, I confirm:

Please Tick

- that the company that I represent complies with the standards of the ESOS Framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code
- that the information contained within this Application to Enrol form is accurate, and that the supporting documentation, including, but not limited to the 'certified copy' of the student's academic record is correct and has not been altered in any way.
- that any Enrolment Fees paid to me by the student to support this Application to Enrol, will be immediately transferred to the School so that St Luke's Grammar School can uphold its commitment to ESOS legislation with regards to enacting the Refund Policy where appropriate.

As the Education Agent of the student seeking to apply for enrolment at St Luke's Grammar School, I understand that St Luke's Grammar School:

- expects Education Agents to act ethically in dealings with the Overseas Students and their families
- expects Education Agents to ensure that each Overseas Student applying for entry to St Luke's Grammar School is familiar with the information contained in the Application to Enrol Form; the Conditional Offer of Enrolment; the Overseas Student Pre-Enrolment Information brochure; and the Overseas Student Handbook

Agent's Signature _____ Date _____ / _____ / _____ (dd/mm/yy)

Company Information

MARA / Overseas Education Agent ID: (7 Digit Number) _____

Company Name: _____

ABN Number: _____ (ABN must be supplied if based in Australia)

Company Address: _____ Phone Number: _____

Website: _____

Agent Contact Details

Contact Name _____ Agent Date of Birth: _____

Contact Email _____ Phone Number: _____

Bank Details

Account Name _____ Bank / Branch: _____

Account Number: _____ BSB Number: _____

Other Information

1. How long has the company been involved in the recruitment of Overseas Students? _____ (years) _____ (months)

2. Please provide the names of 2 Australian High Schools that you have provided students to, and their contact details:

High School 1 _____

Referee 1: Name: _____ Contact Number: _____

High School 2 _____

Referee 2: Name: _____ Contact Number: _____