



CRICOS Provider No. 02810E

Melbourne Education Group

EDUCATION AGENT'S PROFILE

Please note: Your response to this questionnaire and any subsequent agreement with us is an agreement between your organisation and Melbourne Education Group (MEG). This also includes our Public Safety Institute (Australian Institute of Public Safety) and any other collaborator identified in writing.

1.1 Are you a company, partnership, sole trader? (Attach certification of registration)

1.2 How long have you operated? _____ years

1.3 Have you ever traded under any other name? Yes No If yes, explain

2.1 Locations of offices.

2.2 My main office has Library Computing resources
 TV & video Multimedia
 Seminar rooms

2.3 Number of staff and position(s).

	Position
1	
2	
3	
4	
5	

3.1 Do you comply with key obligations under the Education Services for Overseas Students (ESOS) legislation? Yes No

3.2 Are staff trained on the ESOS legislation? Yes No

4.1 Sample of organisation's promotional materials and advertisements.
 (Documents attached)

4.2 List three promotional activities over the last year.

1. _____

2. _____

3. _____

5.1 Membership in or registration with professional bodies. (Explain)

5.2 Licences and permits held. (Attach copies)

5.3 Contact details of three referees from Australian Colleges or Universities with which you have an agency agreement.

Organisation Name	Contact Person	Contact Number

5.4 Convictions for criminal offences by directors, principals or key staff.

Yes No If yes, please attach explanatory letter.

5.5 Current or past legal proceedings against the organization, its directors, principals or key staff. Yes No If yes, please attach explanatory letter.

6.1 Numbers of students sent to Australia for each of the past 3 years by education sector.

VET _____ (number)

HE _____ (number)

6.2 Numbers of students sent to two other overseas destinations for each of the past 2 years by country of destination and education sector.

1. VET _____ (number) Country _____
HE _____ (number) Country _____
2. VET _____ (number) Country _____
HE _____ (number) Country _____

I, (Print Name) _____ a legal representative of (Organisation Name) _____, agree that the information that I have provided to Melbourne Education Group in this Education Agent Profile is true and correct and the time of submission. I understand that Melbourne Education Group will make an assessment of this organisation's ability to be engaged as an Education Agent based on the information that I have provided.

Signature: _____ **Date:** _____

Print Name: _____

Please send your replies with all attachments in writing to:

Email address:

tonyz@meg.edu.au

Postal address:

Chief Executive Officer
Melbourne Education Group
PO Box 12302 A'Beckett Street
Melbourne, Victoria 8006
AUSTRALIA

COMPANY STAMP

Please Note:

Where this Education Agent Profile is submitted electronically, a signed hard copy must be submitted in conjunction with the Agents Agreement Form (MA100).