



Education Agent Application Form

About this form

Thank you for your interest in becoming an education agent with Ransford College. Once we receive your application, we will acknowledge receipt within three working days. If you require any assistance in completing this form, please contact us by phone or email. Please ensure you include the details of two referees who can support your application.

We will notify you in writing about the outcome of your application once we have assessed it, generally within 10 working days of receipt. If your application is approved, we will send you a written agreement to sign, and you will be required to participate in induction with us. Education agent agreements are managed by Ransford College as third-party arrangements in line with the 2025 Standards for Registered Training Organisations.

You can return this form to us by mail or email.

Company details

Company name <i>(legal and trading name)</i>	
ACN and ABN <i>(or National Registration Number)</i>	
Address	
Website address	
Phone number/s	
Email address	

Company overview: Please provide a summary of the services your company offers, as well as your company structure (or attach a company profile).

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Experience

Please outline your experience in recruiting international students. This should include:	
• The number of years you have been in business	



RTO No: 45178 CRICOS No: 03614A

• The number of providers you currently represent	
• Whether you use any sub-agents	
• An indication of the geographical areas from which you currently recruit students from	
• The number of students referred to Australian education institutions in the past three years	

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

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Contact person

Name & Surname	
Position	
Email address	
Phone	

Referees

Referee 1

Company name	
Contact person name	
Contact person position	
Phone number	
Email address	

Referee 2

Company name	
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Contact person name	
Contact person position	
Phone number	
Email address	

Privacy notice

Ransford College 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; and
- 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.	☐ Yes ☐ No
I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.	☐ Yes ☐ No
I understand my responsibilities as an education agent under Standard 4 of the National Code 2018 and the 2025 Standards for Registered Training Organisations, and have a good understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.	☐ Yes ☐ No
I understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time.	☐ Yes ☐ No
I understand that I must not make any guarantees about achieving residential status in Australia, and that I can refer students to the Department of Home Affairs website for accurate visa information.	☐ Yes ☐ No
Name of education agent representative	



RTO No: 45178 CRICOS No: 03614A

Education agent representative position	
Signature	
Date	

College details

Institution Trading Name: AAAR Institute of Business and Technology

Institution Name: Ransford College Pty Ltd | CRICOS Provider Code: 03614A | RTO ID: 45178 | ABN: 86 606 260 404

Sydney CBD: Level 1, 16-22 Wentworth Avenue, Surry Hills, NSW, 2020

Sydney Parramatta: 222 Church St, Parramatta, NSW, 2150

Adelaide: Level 3, 50 Grenfell Street, Adelaide, South Australia, 5000

Melbourne: Suite 1-6, 79 Paisley Street, Footscray, Victoria, 3011

Melbourne City: Level 10, 108 Lonsdale St, Melbourne, Victoria, 3000

Contact number: (02) 8057 9358

Email: info@ransford.edu.au | Website: www.ransford.edu.au

Application checklist

Please tick	Description
☐	Evidence of business registration / Agency Registration
☐	Business Profile
☐	Details of educational institutes currently representing
☐	Other relevant material
☐	Read and signed the declaration