

## Education Agent Application Form

**Bush Tukka Pty Ltd**  
**T/A**  
**Adelaide Culinary institute(ACI)**  
**Adelaide Construction institute (ACI)**

Telephone- 08 7001 6145 Email – [admissions@culinaryadelaide.sa.edu.au](mailto:admissions@culinaryadelaide.sa.edu.au)

Thank you for considering ACI as a potential business associate. If you decide to apply to become a registered ACI agent, please:

- ✓ Complete all questions in this application form
- ✓ Provide proof of business registration from your country such as a certified copy of business registration
- ✓ Send the application form and supporting documents to email - [admissions@culinaryadelaide.sa.edu.au](mailto:admissions@culinaryadelaide.sa.edu.au)

### Agent obligations

Before making an application, you should be familiar with the following:

- [Education Service for Overseas Student Act 2000](#)
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student ([The National Code 2018](#))
- ACI website It is also recommended that you visit: [www.culinaryadelaide.sa.edu.au](http://www.culinaryadelaide.sa.edu.au)
- The Australian Government Department of Home Affairs  
( <https://immi.homeaffairs.gov.au/> )
- The Australian Government Department of Education, Skills and Employment website  
(<https://internationaleducation.gov.au/> )

### General principles that education agents must follow:

#### Honesty and Good Faith

- Act honestly, in good faith, and in the best interests of students at all times.
- Represent the provider accurately, without misleading claims or unethical recruitment.

#### Accurate Information

- Provide prospective students with current, truthful, and approved information about:
  - Courses, fees, and entry requirements.
  - Campus facilities, support services, and living in Australia.
  - Visa requirements (without making promises of guaranteed approval).

#### Compliance with Laws & Standards

- Comply with:
  - ESOS Act 2000 and National Code 2018 (Standard 4).
  - [Standards for RTOs 2025](#), including student support, continuous improvement, and governance requirements.
  - [Australian International Education and Training Agent Code of Ethics](#).

**Conflict of Interest**

- Declare in writing any conflicts of interest (e.g., financial ties that may influence advice).
- Avoid practices that compromise impartial student advice.

**Student Recruitment Practices**

- Recruit genuine students (supporting the Genuine Student/Genuine Temporary Entrant framework).
- Undertake pre-enrolment checks, including Language, Literacy, Numeracy & Digital (LLND) assessment where required.
- Not knowingly recruit students already enrolled with another provider (poaching).
- Not advise students to come to Australia for non-genuine study purposes.

**Prohibited Conduct**

- Must NOT:
  - Engage in false or misleading advertising.
  - Make guarantees about visas or outcomes.
  - Provide immigration advice unless registered as a Migration Agent.
  - Hold, bank, or deduct student tuition fees payable to the provider.
  - Sign or falsify student application documents.
  - Use PRISMS to create eCoEs unless authorised.

**Cooperation with Provider & Regulators**

Participate in regular performance reviews, monitoring, and audits by the provider or ASQA.

Provide accurate data on student applications, visa outcomes, retention, and satisfaction. Cooperate in corrective actions or retraining if performance or compliance issues arise.

**Continuous Improvement**

Attend annual compliance training and updates provided by the provider. Provide student feedback to assist with the provider's self-assurance and continuous improvement obligations under SRT0 2025.

**Ongoing communication** ACI is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. ACI will also display your contact details on the ACI website for the benefit of prospective students seeking to find an education agent.

**Change of Contact Information**

Please keep your business contact details updated at all times. ACI cannot be responsible for any delays caused by business contact changes without proper notification. To update your business contact ,please contact ACI on

Telephone: 08 7001 6145

Email- [admissions@culinaryadelaide.sa.edu.au](mailto:admissions@culinaryadelaide.sa.edu.au)

## Agent Company Details

Agent name:			
Background, qualifications, and previous experience:			
Business trading name:			
Business registration number:			
Postal address			
Country			
Telephone contact			
Email address			
Number of staff/counsellors:		Number of years in operation	
Description of your major business activities:			
Detail membership of professional associations:			
Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.			
<b>Declaration by agency representative</b>  I am prepared to enter into an Agreement with ACI in accordance with International Education Agent Agreement.  <b>Signed by:</b> _____ <b>Date:</b> _____  <b>Print name:</b> _____			

**Referees**

Please list the names of two (2) referees who can vouch for you and your company's financial standing and their contact details.

Note: Referees should be able to provide information regarding your business reputation, financial reliability, and professional conduct.

Name: \_\_\_\_\_

From: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

From: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_