

COMPANY DETAILS

Trading Name	
Company Name	
ABN	GST Registered ☐ Yes ☐ No
Registration Date	
Street Address	
Postal Address	
Phone	Fax
Primary Email	
Website	

COMPANY KEY CONTACTS (Please attach separate list if require)

■ MAIN CONTACT PERSON (List the main contact person for your organisation)

Title	Name
Position	
Phone	Mobile
Email	

■ KEY CONTACTS (List directors, managers, and other key contacts)

Title	Name
Position	
Phone	Mobile
Email	

AFFILIATED OFFICE (Please attach separate list if require)

Trading Name	
Title	Name
Position	
Address	
Phone	Fax
Email	
Website	

OFFICE USE ONLY

Date Received

Marketing Manager

Comments

☐ References Checked
 ☐ RTO Manager Updated

☐ Agreement Issued

CHECKLIST

Documents	Tick (if provided)
Australian Business Number (ABN)	☐
Australian Company Number (ACN)	☐
QEAC Certificate	☐
MARA Certificate	☐
(Only applicable if you provide migration services to the student)	

CURRENT AGREEMENTS

Please list the names of the top 4 institutions (students recruited) you represent

1	(VET)
2	(VET)
3	(VET)
4	(VET)

DECLARATION

I certify that the details provided are true and accurate to the best of my knowledge and that I authorise Weston Institute to approach my referees to obtain any information as required.

Signature of Applicant

Title	Name
Position	
Date	

Please return completed Representative Application Form to:

WESTON INSTITUTE

Phone: +61 405 544 034
 Email: Info@westoninstitute.edu.au
 Website: www.westoninstitute.edu.au

Address:
 Level 2 43 Hunter St
 Parramatta NSW 2150

BUSINESS BACKGROUND

Do you have clear understanding if the National Code 2018 & ESOS Act 2000? ☐ YES ☐ No

Number of students recruited for Australia in the past 12 months

☐ 1-25 ☐ 26-50 ☐ 51-75 ☐ 76-100
☐ 101-150 ☐ 151+

■ Services Provided (to students)

☐ Student counselling ☐ Visa application ☐ English testing
☐ Student support ☐ Homestay ☐ OSHC
☐ Pre-departure briefing services ☐ Other - Please specify

■ STUDENTS (By Sector)

ELICOS ☐ % VET ☐ % Higher Education ☐ %

■ STUDENTS (By Nationality)

Which Nationalities do you mainly deal with?

Nationality 1	Percentage	%
Nationality 2	Percentage	%
Nationality 3	Percentage	%

■ STUDENTS (By State)

Percentage of students recruited for Australia (Past 12 months)

NSW ☐ % QLD ☐ % VIC ☐ %
 WA ☐ % Other (Please specify) %