

AGENT APPLICATION FORM FOR CONDUCTING MONASH ENGLISH PLACEMENT TEST (MEPT)

PART A: AGENT DECLARATION (Agent Owner, CEO or Managing Director must complete this section)

I, _____ declare that I am authorised to make the following statements and declarations in this Application on behalf of the Agency:

1. The contents of this application to conduct the Monash English Placement Test (MEPT) on behalf of Monash applicants are true and correct.
2. The Agency will not access, use or administer the MEPT unless this application is approved by Monash College Pty Ltd and the approval is not revoked.
3. The Agency:
 - (a) has read, understood and will adhere to the requirements as listed in the *MEPT Administration Guidelines*;
 - (b) will ensure that any MEPT conducted by the Agency is invigilated and the invigilator will be one of the Monash approved Agent staff listed in Part B of this Application;
 - (c) will promptly seek approval in writing of any changes to the Monash approved Agent staff invigilators;
 - (d) acknowledges that all MEPT resources including but not limited to test booklets, answer booklets and training materials (MEPT Resources) remain the intellectual property of CaMLA and/or Monash College Pty Ltd and agrees that no part of the MEPT Resources will be reproduced, republished, repurposed, transmitted or communicated in any form or by any means without the prior, written permission of Monash College Pty Ltd;
 - (e) agrees not to use the MEPT Resources for any purpose other than for the placement testing of a Monash College Pty Ltd or Monash University applicant.
4. The Agency also acknowledges and agrees that Monash University and/or Monash College Pty Ltd:
 - (a) may reject MEPT applicant results from the Agent where it suspects it is affected by breach of the *MEPT Administration Guidelines*;
 - (b) may suspend or revoke any approval for the Agency to access, use and administer the MEPT at any time if it is suspected the Agent or any of its staff has breached the *MEPT Administration Guidelines*;
 - (c) may take such further action that it considers appropriate under the breach provisions of *the Education Consultant Services Agreement* (agent agreement) in response to these concerns.
5. The Agency acknowledges and agrees that neither Monash University nor Monash College Pty Ltd is liable in any way to the Agent in relation to the implementation, variation or termination of the MEPT or the *MEPT Administration Guidelines*.

Signed

Witness

[Position]

[Full name]

[Agency Name]

[Date]

[Date]

