

Subject: **EDUCATION AGENTS POLICY**

Covers: **ALL EDUCATION AGENTS**

Policy No: INT11 – Version 2

Effective: June 2021

Revised: June 2023

Review Date: June 2025

National ESOS Code: Standard 3

CRICOS Code: 00482K

Education agents are engaged to formally represent St Michael's Collegiate School under the following conditions:

- The education agent must understand and adhere to Standards 1 – 4 of the ESOS National Code (the Code) and in particular must comply to Standard 4 of the Code.
- The education agent signs and abides by the conditions of the School's written agency agreement (as attached) and the specific instructions to facilitate the formalisation of agreement with agent. The Agency Agreement notes terms and conditions relating to an Agency Agreement being terminated should an Agent breach any of the Agreement conditions.
- The education agent responds appropriately to School monitoring activities and corrective and preventative action, and understands the grounds for termination of agreement as outlined in Standard 4.4 of the ESOS National Code and as outlined within agency agreement issued.
- The education agent accurately promotes the services and facilities provided by the school and uses up to date marketing materials as supplied by the School.

St Michael's Collegiate School will not accept a student from an education agent if it is known or suspected at any time that the agent:

- engages in or has previously engaged in dishonest practices;
- deliberately attempts to recruit a student within the first six months of that student's study in their principal course with another provider;
- facilitates the enrolment of a student he/she believes will not comply with visa conditions, or is not a bona fide student, or
- provides immigration advice where he/she is not authorised to do so under the Migration Act 1958.

St Michael's Collegiate School may receive a student enrolment application from an education agent on behalf of the parent. As the education agent has not as yet been engaged by the school to formally recruit students on the school's behalf, such an agent would fall outside the scope of the ESOS National Code Standard 4 until such time as Collegiate formalizes an agency agreement with the agent.

A list of education agents with whom the school has a formal written agreement are listed on the website of St Michael's Collegiate School being readily available to students and regulators. Agent agreements are regularly reviewed and renewed. The list of agents is a dynamic list and will change according to the agent agreement review processes.

Agent agreements are reviewed December of each calendar year and should an education agent have been compliant and following procedures and regulatory requirements of the ESOS Act agreements are rolled over into the new calendar year.

Should an agent have failed to comply a warning letter will be issued at that point in time and a decision made as to whether the agreement will be rolled into the new Calendar year.

Information provided about education agents includes at a minimum:

- Agency name
- Name of principal agent
- Legal entity of agency
- Street address(es) of agency
- Contact Phone Number
- Email address