

Kincoppal - Rose Bay School of the Sacred Heart
EDUCATION AGENTS POLICY (OVERSEAS STUDENTS)



Purpose

This policy outlines the School's position and relationship with its Educational Agents.

Document Management

Relevant to	All Staff All Overseas Students All Parents/Guardians of Overseas Students
Modification history	Created March 2015 Substantially modified August 2019
Related documents	Deferment, Suspension and Cancellation Policy (Overseas Students) Refund Policy (Overseas Students) Student Transfer Request Policy (Overseas Students) Welfare and Accommodation Policy (Overseas Students) Kincoppal-Rose Bay School Agency Agreement
Related legislation	Commonwealth Education Services for Overseas Students Act, 2000 NSW Consumer Law Act, 2013 Commonwealth Competition and Consumer Act, 2010 Education Services for Overseas Students (ESOS) Act, 2000 amended 2015 The National Code of Practice for Providers of Education and Training to Overseas Students 2018
Review	The Policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change)

Representation of the School by Agents and other Organisations

The School from time-to-time engages education agents and other organizations to represent the School as follows:

- The education agent and other organizations must comply at all times with Standard 4 of the National Code 2018;
- Agents must have good knowledge of the international education system, including the Australian International Education and Training Agent Code of Ethics
- The education agent and other organizations are bound by the Kincoppal-Rose Bay School Agency Agreement;
- The education agent and other organizations represent and promote the School using accurate information provided;
- The education agent and other organizations responds to the School's requests and liaises accordingly and professionally as needed.
- The agent agreements are non-exclusive

The School may not accept a student from an education agent or other organization if it is known or suspects that the agent has:

- at any time engaged in dishonest practice;
- knowingly recruits or attempts to recruit a student within the first six months of the student's principal course of study with another registered provider;
- facilitated the enrolment of a student who may not comply with visa conditions;
- provided immigration advice where the agent is not authorised to do so in accordance with the Migration Act 19578.

The School may terminate an agreement with an educational agent if it reasonably suspects the agent

- is negligent, careless or incompetent;
- Engages in false, misleading or unethical advertising or recruitment practices
- Subcontract or reassigns the agreement without the prior consent of the School

Monitoring Agents

As per the Agents Agreement. KRB undertakes the following:

- Regular review of the Agent's performance including a record of enquiries and outcomes
- Spot checks to be undertaken by a representative of the School at both the Agent's premises and promotional events
- Survey of parents and students recruited by an educational agent.