

1. INTRODUCTION

Stuartholme School is a Year 5 – 12 Catholic day and boarding school for girls enriched by the philosophy and traditions of Sacred Heart Education, which give expression to its five goals – to educate to:

1. A personal and active faith in God.
2. A deep respect for intellectual values.
3. The building of community as a Christian value.
4. Social awareness which impels to action.
5. Personal growth in an atmosphere of wise freedom.

2. PURPOSE

This policy outlines the School's process for recruiting and monitoring the agents/consultants that it uses to assist with recruiting International Students.

3. SCOPE

This policy covers any Education Agent who has a signed agreement with Stuartholme School and any staff member who engages with Education Agents.

4. DEFINITIONS

Education Agent: A person or organisation who is contracted by Stuartholme School to recruit international students and refer them to the School. The Education Agent may provide education counselling to international students as well as marketing and promotion services to Stuartholme School. Education Agents may be operating in Australia or overseas.

5. POLICY STATEMENT

Stuartholme School will enter into a written agreement with each international agent and maintain the agent's details in PRISMS. The agreement will specify the responsibilities of the international agent and Stuartholme School and the need to comply with the requirements of the 2018 National Code.

6. PROCEDURE

Education agents are engaged to formally represent *Stuartholme School* under the following conditions:

- The education agent agrees to comply with the requirements of Standard 4 in the 2018 National Code, including
 - declaring in writing and taking reasonable steps to avoid conflicts of interests with any duties as an education agent representing Stuartholme School (St 4.3.1)
 - observing appropriate levels of confidentiality and transparency in dealings with international students or intending international students (St 4.3.2)
 - acting honestly and in good faith, and in the best interests of the student (St 4.3.3)
 - having appropriate knowledge and understanding of the international education system in Australia, including the [Australian International Education and Training Agent Code of Ethics](#) (St 4.3.4)
- The education agent signs and abides by the conditions of the School's written agency agreement
- 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 2018 National Code
- 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.

Stuartholme 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 first registered school sector 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

Stuartholme School may receive a student enrolment application from an education agent on behalf of the parent. As the education agent has not been engaged by the school to formally recruit students on the school's behalf, such an agent would fall outside the scope of NC St 4.

A list of education agents with whom the school has a formal written agreement are listed on Stuartholme School's website and is readily available to students and regulators.

Stuartholme School enters and keeps up to date details and records about education agents with whom the school has a formal written agreement and who facilitate enrolment of students.

Information recorded about education agents includes:

- the agent's name
- the address of the agent's principal place of business
- if the agent is a body corporate—the address of the body corporate's registered office
- the agent's postal address (if different from address for principal place of business/registered office)
- the agent's phone number, email address and website address (if any)
- the agent's ABN or ACN (if any)
- the agent's trading name or names (if any)
- if the agent is a body corporate—the names of the body corporate's directors
- if the agent is a registered migration agent—the agent's Migration Agents Registration Number
- the following information about each of the agent's employees (if any) who are involved in the agent facilitating the enrolment:
 - the employee's name;
 - the employee's email address
 - if the employee is a registered migration agent—the employee's Migration Agents Registration Number.

7. SUPPORTING DOCUMENTS

2018 National Code of Practice for Providers of Education and Training to Overseas Students

8. REVIEW

This Policy will be reviewed every three years, or as necessitated by legislation.