

# International Student Agent Policy

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<b>Purpose:</b>	This policy outlines the School's process for recruiting and monitoring the agents/consultants that it uses.	
<b>Scope:</b>	This policy covers any international agent who has a signed agreement with Stuartholme School and any staff member who engages with International Agents.	
<b>Status:</b>	Draft	<b>Supersedes:</b> All previous Policies.
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b>
<b>References:</b>	<ul style="list-style-type: none"> <li>• 2018 National Code</li> </ul>	
<b>Review Date:</b>	Every three years	<b>Next Review Date:</b> November 2021
<b>Policy Owner:</b>	Principal	

UNDER REVIEW

## International Student Agent Policy

### 1. Background

Educational agents and consultants are employed by Stuartholme School to assist with recruiting international students. It is the policy of Stuartholme School to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart Education and we 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. A social awareness that impels to action;
5. Personal growth in an atmosphere of wise freedom.

### 2. Policy Statement

This policy outlines the School's process for recruiting and monitoring the agents/consultants that it uses. This policy will be checked and updated whenever there is a change in regulations about NC Standard 4 or in Department of Immigration regulations about activities of education agents, or when existing School policies regarding education agents need to be adapted or strengthened.

### 3. Policy

## International Student Agent Policy

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 overseas students or intending overseas 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 about education agents with whom the school has a formal written agreement in PRISMS.

Information provided about education agents includes at a minimum:

- Agency name
- Name of principal agent
- Legal entity of agency
- Street address(es) of agency
- Business email
- Phone number

This policy should be checked and updated whenever there is a change in regulations about NC Standard 4 or in Department of Immigration regulations about activities of education agents, or when existing School policies regarding education agents need to be adapted or strengthened.