



SECTION	<b>OVERSEAS STUDENTS</b> CRICOS Code 00909K				
ITEM:	<b>Overseas Students Education Agents</b>			ITEM No:	<b>OSS-016</b>
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**1. PURPOSE**

Brisbane Christian College responds to all enrolment enquiries and to applications for enrolment according to established procedures.

As part of Brisbane Christian College’s undertaking of due diligence, prospective agents are requested to provide as much information as possible as evidence of meeting professional conduct standards and understanding of obligations under the 2018 National Code.

**2. SCOPE**

This policy applies to education agents formally engaged by Brisbane Christian College via the *College Agency Agreement*.

**3. SOURCES**

- [The National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 4;](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000;](#)
- [Education Services for Overseas Students Regulation 2019](#)
- [Migration Act 1958;](#)
- [Education Services for Overseas Students \(Registration Charges\) Act 1997 \(the Charges Act\).](#)

**4. DEFINITIONS**

- **Agent** to represent Brisbane Christian College for the purpose of the recruitment of suitable students to study at Brisbane Christian College.

**5. POLICY**

Education agents are engaged to formally represent Brisbane Christian College 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 Brisbane Christian College (*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 College's written *Agency Agreement*.
- The education agent responds appropriately to College 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 College and uses up to date marketing materials as supplied by the College.

Brisbane Christian College 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*.

Brisbane Christian College 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 College to formally recruit students on the College's behalf, such an agent would fall outside the scope of *NC St 4*.

A list of education agents with whom the College has a formal written agreement are listed on the home page of Brisbane Christian College's website and is readily available to students and regulators.

Brisbane Christian College enters and keeps up to date details about education agents with whom the College 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.

## 6. OTHER DOCUMENTS

- Agency Agreement