



RTO NO. 30526

TRUSTEES OF EDMUND RICE EDUCATION AUSTRALIA

TRADING AS

ST JAMES COLLEGE

*A Catholic School in the
Edmund Rice Tradition*



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

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Australia

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EDUCATION AGENT POLICY

Education agents are engaged to formally represent St James 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 St James 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 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.

St James 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

St James 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 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 the home page of St James College's website and is readily available to students and regulators.

St James College 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