



Education Agents Policy

Relevant Legislation	National ESOS Code: Standard 4
Commencement Date	June 2015
Next Review Date	October 2017

1. Purpose

The purpose of this policy is to address the requirements of Standard 4 of the ESOS National Code in the engaging and contractual obligations of overseas education agents.

2. Scope

This policy is applicable to international students enrolled at The Hutchins School.

3. Objectives

The objective of this policy is to ensure the professional integrity and reputation of The Hutchins School is paramount for education agents in recruiting international students and that the correct practices and materials in marketing the School are of a standard that meets criteria referred to in Standard 4 of the National ESOS Code.

4. Definitions

Nil

5. Policy Information

Education agents are engaged to formally represent The Hutchins School (the School) under the following conditions:

- The education agent must understand and adhere to Standards 1 – 4 of the ESOS National Code (the Code) and in particular must comply to Standard 4 of the Code.
- 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 ESOS 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

The Hutchins School will not accept a student from an education agent if it is known or suspected at any time that the agent

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- 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 principal 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

The Hutchins 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 the ESOS National Code Standard 4.

A list of education agents with whom the School has a formal written agreement are listed on the home page of The Hutchins School’s website and is readily available to students and regulators. Agent agreements are regularly reviewed and renewed. The agency list is a dynamic list and will change according to Agent Agreement review processes.

Information provided about education agents includes at a minimum:

- Agency name
- Name of principal agent
- Legal entity of agency
- Street address(es) of agency
- Contact details/phone/email/fax/web site

6. Supporting Procedures/Guidelines

Nil

7. Related Documents/Systems

Nil

8. Record Keeping

This policy is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

9. Policy Owner

Headmaster

10. Policy Review Details

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