



BRISBANE BOYS' COLLEGE

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# Brisbane Boys' College International Agent's Handbook

THE PRESBYTERIAN AND METHODIST SCHOOLS ASSOCIATION TRADING AS BRISBANE BOYS' COLLEGE  
KENSINGTON TERRACE • TOOWONG • QUEENSLAND • AUSTRALIA • 4066 • CRICOS 00491J  
TELEPHONE + 61 7 3309 3500 • [www.bbc.qld.edu.au](http://www.bbc.qld.edu.au)

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## BRISBANE BOYS' COLLEGE - OVERVIEW

### Our History

Brisbane Boy's College began as a four-student school operating from a suburban home in the suburb of Clayfield. Initially opened under the name Mr Rudd's School, the College grew quickly and relocated to larger premises in 1906, when it was rechristened as Clayfield College. In 1918, the school was purchased by the Presbyterian and Methodist Schools Association, which instituted the current name: Brisbane Boys' College. After further growth, the school relocated to Toowong in 1931, where it has remained ever since. BBC celebrated its 120th anniversary in 2022 and is now recognised as one of Queensland's most renowned schools, with a current enrolment of over 1,370 boys.

### Our Mission Statement

Each student will be nurtured and educated to develop his God-given talents to the best of his ability through balanced involvement in the academic, spiritual, service, sporting, and cultural life of the College.

### Our Vision

Our innovative approach to education integrates best practice teaching and learning with Christian faith, and the science of wellbeing, and in doing so, provides an opportunity for each gentleman of honour to thrive.

### Our Purpose

There is more than one way to thrive at BBC.

### Our Strategic Pillars

**Teaching and Learning** - grow education by living and breathing the BBC Pedagogical Framework.

**Wellbeing** - create an environment in which all members of our community can thrive.

**Beyond the classroom** - be distinctive so families choose and remain at BBC.

**Our People** - invest in our people and be a great place to work.

**Innovation** - place BBC at the forefront of boys' education.

**Stewardship** - actively manage our resources so we are able to re-invest in our school.

### Our Values

Brisbane Boys' College operates under a strong set of Christian values set in place by our founder, Mr Arthur 'Barney' Rudd. The principle values by which the College operates are Honour, Aspiration, Wisdom, Achievement, and Community.

Each of these is symbolised by different elements of our College crest.



**Honour** - most aptly found in our motto 'sit sine lae decus' or 'let honour stainless be'. You can achieve great things but to do so dishonourably is not an achievement at all.

**Aspiration** - depicted by the star in the BBC crest. An ambition that the young men of the College will aim high. We ask that they raise their head above the horizon to what lies beyond.

**Wisdom** - depicted by the book of knowledge. Learning is central to all that we do at Brisbane Boys' College.

**Achievement** - depicted by the laurel wreath which symbolises victory. The wreath is modelled on the laurel wreaths from ancient Olympics.

**Community** - depicted by the knot of friendship.

## SCHOOL QUICK FACTS

### Year Established

Brisbane Boys' College was established in 1902 by our founder, Mr Arthur 'Barney' Rudd.

### School Type

Brisbane Boys' College, owned and operated by the Presbyterian and Methodist Schools Association, is an independent day and boarding school for boys from Preparatory to Year 12, with boarding from Year 7 to Year 12.

### CRICOS Provider Code

00491J

### CRICOS registered Courses

CRICOS Code	CRICOS Course Name	Course Level
084748E	Lower Primary, Prep to Year 3 Boys	Primary School Studies
084749D	Upper Primary, Year 4 to Year 6 Boys	Primary School Studies
084747F	Secondary, Year 7 to Year 10 Boys	Junior Secondary Studies
004857G	Secondary, Year 11 & Year 12 Boys	Senior Secondary Certificate of Education

### Minimum and maximum ages of students accepted

Children are eligible to attend the College from the beginning of the school year in which they will reach five years of age, on or before 30 June.

### Accommodation Options approved by Brisbane Boys' College

- Boarding
- Live with Parent

### Size of School

Approximately 1375 students.

There are approximately 350 boys in Junior School and 1,025 boys in Secondary School.

Boarding has been an integral part of the School's life and 150 boys from Years 7 to 12 are accommodated at BBC.

### Location Description

Brisbane Boys' College is located in Toowong, a riverside suburb roughly five kilometres from Brisbane's Central Business District. Toowong is a pleasing mixture of suburban streets and a downtown area featuring a variety of shops and restaurants. The suburb is easily accessible via multiple forms of public transport and is within a six-minute drive of The University of Queensland's St Lucia campus.

Toowong's commercial hub is the site of a proposed 1.3-hectare town centre to be built in the coming years, which is set to be the site of numerous new shops, restaurants, and a cinema, just a short five-minute walk from the College. Additionally, Brisbane will be the host city for the 2032 Olympic Games and is currently benefitting from a broad suite of infrastructure and facility upgrades in preparation for the event.

### Specialist offerings / Elite Programs

Brisbane Boys' College offers a wide variety of classes and activities across our Honours program to ensure that every student has the opportunity to extend themselves to their fullest potential. BBC is a member of the Great Public Schools

Association of Queensland (GPS), which provides students access to the GPS Competition, one of Australia's most elite schoolboy athletic competitions. BBC offers more than two dozen co-curricular sports and activities as well as more than a dozen different elective music groups.

### **Famous past students**

Brisbane Boys' College alumni include Wallace Bishop (businessman), Richard Chesterman (State Supreme Court judge), Alan Demack (State Supreme Court Judge), Galfrey Gatacre (Rear Admiral and commander of Australia's naval fleet), Lachlan Gillespie (actor and current Purple Wiggle), Robert Gotterson (State Supreme Court Judge), Andrew Greenwood (Federal Court Judge), Darren Middleton (musician and songwriter), Donald O'Rorke (property developer), Lindsay and Graham Packer (businessmen), Kieren Perkins (Olympic athlete), Mitchell Watt (Olympic athlete), Steven Wilson (businessman), and John Wylie (businessman and Companion of the Order of Australia, the nation's highest civilian honour).

### **STUDENT TESTIMONIALS**

#### **Year 10 Student**

*I've been at BBC since last year, and I've found it school life to be quite enjoyable. Everyday is packed with intriguing and fun lessons in the many different blocks of the school, from Chemistry to Literature and Philosophy to HPE, with teachers being able to lend a hand whenever you need help conquering an academic challenge. Apart from learning, the school timetable provides adequate breaks, where I can hang out with friends at the spacious courtyards of the College or participate one of the many co-curricular activities on at lunchtime. Before and after school, there are still numerous co-curriculars, from music to sport, where students can attend and spend time on. I am currently enrolled in the Pipe Band, a couple of other school bands as well as Film Crew on Saturdays, and these activities all make school life less dull and livelier.*

#### **Year 12 Student**

*In my 5 years that I experienced at BBC I have felt like part of a big family at BBC. I have enjoyed most of my time in school, spending time with my friends walking to class together and really experiencing the spirit of the collage. Being an international student, I have found many friends that are similar to me but there are also language and characteristic differences between me and others, but I think I overcome it pretty well. I still thought that I made the right decision to pick BBC out of all the other schools because in here there is always a place for me to shine and show myself to others, from band to co-curricular or Robotics or Academic. I enjoyed my time at BBC for while here I could really know myself and show myself.*

### **Approx. no. overseas students enrolled**

60

### **Source countries of overseas students**

We welcome international students from all countries.

### **Information re ELICOS (if required by student)**

Students may be required to complete an Intensive Language Course prior to enrolment if pre-admission testing suggests this is required to ensure access to the curriculum for the student and enhance academic outcomes.

### **Information re EAL Support (if required by student)**

A user pays dedicated program individualised to each student to support English acquisition skill if required to enhance curriculum access.

Dependent on assessment outcomes and student need and advised as a condition of enrolment if required - \$2880 annual fee, full amount charged with semester two fees.

### **International Programs / Enrolments for which Commission is payable**

Long Term Full Fee-Paying Students (500 visa for schools sector)

**Access / distance from nearest international airport and airport transfers**

Brisbane Boy's College is located approximately 18 kilometres from Brisbane International Airport, which is accessible via local public transport or a roughly 20-minute drive.

**Key dates for School year**

<https://www.bbc.qld.edu.au/term-dates/>

**OSHC Information**

NB: Students applying for a student visa will need to arrange OSHC for the duration of their visa, or may request the College to do so.

Please see more information at [https://www.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)

## KEY MARKETING MESSAGES FOR PARENTS

Brisbane Boys' College (BBC) is an independent day and boarding school for students from Preparatory to Year 12, with boarding from Year 7. The College was founded by Mr Arthur Rudd in 1902 and on the day it opened, four students arrived ready to commence their education. BBC is renowned for being a leading boys' school in Queensland.

### Why choose Brisbane Boys' College?

- A leader in boys' education for 122 years
- A dedicated Honours Program for high-achieving students in Years 5 to 12.
- A dynamic, student-focused approach to boys' education. Our curriculum is structured to account for boys' learning behaviours, combining best practice teaching strategies with the incorporation of methods such as active and collaborative learning to fully absorb students.
- Our diverse suite of electives is acclaimed by students and parents, extending to over 40 fully resourced ATAR subjects, which act as the backbone of our work supporting boys to their best possible QCE outcomes.
- A purpose-built Wellbeing Program which emphasises connection, relationships, and a sense of belonging.
- A founding member of the Great Public Schools Association of Queensland (GPS), which provides students access to the GPS Competition, one of Australia's most elite schoolboy competitions.
- BBC offers more than 37 co-curricular sports and activities, including more than a dozen different elective music groups.
- We invest in highly qualified coaching staff in co-curricular activities. With sporting icons including former coach of the Australian national cricket team Mr John Buchanan, two-time Rugby World Cup player Mr Dan Leo, and former Brisbane Broncos player and Queensland Reds coach Mr Brad Thorn training our teams to greatness, students benefit from a wealth of experience borne from first-hand participation in the highest echelons of international sports.
- Over 50 per cent of students are involved in performance music at BBC, with some students as young as Year 8 obtaining their Associate in Music, Australia (AmusA) diploma. The AmusA diploma is one of the most prestigious recognitions in Australian music, issued only to those with an exceptionally high performance standard.
- One of only two schools in Queensland that trains and maintains a dedicated Pipe Band, and we are the only school in Australia with a standing invitation to perform at the Royal Edinburgh Military Tattoo.
- First boarding school on the Australian mainland to become a Certified Boarding School under the AS5725: 2015 Boarding Standard for Australian schools and residences.

## QUICK FIND LINKS FOR SCHOOL WEB PAGES

www.bbc.qld.edu.au

- [School Programs](#)
- [Enrolment Application](#)
- [Fees Overview](#)
- [Policies for Overseas Students](#)
- [International Student Handbook](#)
- **Subjects Selection and Information**
  - [Junior School](#)
  - **Secondary School**
    - [Year 7 and 8](#)
    - [Year 9](#)
    - [Year 10](#)
    - [Year 11 and 12](#)
- [School Term Dates](#)
- [School News Updates](#)

## ENROLMENT APPLICATION & ARRIVAL PROCESSES

### General information

We are proud to have a strong history of international students, helping them excel and grow into confident young men.

We warmly welcome enquiries from International Students who wish to join our College family.

Brisbane Boys' College, a PMSA school, is committed to facilitating the opportunity for International Students to participate in quality education. This commitment enhances the learning experience of all students through daily contact with individuals from diverse cultures and backgrounds.

### International Admissions Process

The College enrolls international students both directly; or where referred and assisted by Education Agents. For important information relating to the enrolment of international students, please refer to the Additional Information section below.

International Admissions Coordinator

Lisa McHattie

Tel: + 61 7 3309 3658

E: [lmchattie@bbc.qld.edu.au](mailto:lmchattie@bbc.qld.edu.au)

### Enrolment Application

Complete an online application for enrolment and provide supporting documentation to Brisbane Boys' College, either directly, or via an approved Education Agent.

Please note that an application is a prerequisite for admission but not a guarantee of enrolment.

International students applying for enrolment at Brisbane Boys' College are required to supply the College with the following:

### Application Fee

- Payment of a \$665 (non-refundable) enrolment application fee

### Academic Results & Language Proficiency

- Copies of certificates, Statements of Attainment (e.g. Junior Graduation Certificate, HKCEE)
- A certified true copy of school reports from the previous two years together with an explanation of reporting standards and procedures applied at the student's current or most recent school, translated into the English language, demonstrating satisfactory levels of academic achievement in all key learning areas.
- For students with English as a second language, evidence of English language skills appropriate to the registered course being offered and age appropriateness for the year level applied for (eg. IELTS or AEAS). Students must attain a satisfactory level of English before entering the College.

### Travel & Living Documents

- A copy of the applicant's passport and visa
- Overseas Student Health Cover (OSHC) membership details (if currently studying in Australia)
- Details of the applicant's proposed living and welfare arrangements in Brisbane
- Any relevant specialist or doctor's reports

### Review of Supplied Documentation

Brisbane Boys' College staff will check all documented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

- Review of documents submitted with application by BBC staff
- Review of English language proficiency by EAL staff if direct entry student (no ELICOS)
- Review of school reports and references by Head of School

### Outcome of Application

- Family of applicant or an approved Education Agent will be advised of the outcome of their application following review

### Enrolment Offer

An offer of enrolment will be made in writing (subject to an Interview 4-8 weeks prior to commencement, during which English assessments will be undertaken and receipt of an AEAS that meets College benchmarks as outlined in the International Student Handbook). To accept the offer of enrolment, families must return a completed Acceptance of Offer form and pay the following non-refundable and non-transferable fees by the due date:

- a \$2,900 confirmation fee
- a deposit equivalent to a minimum six months' tuition fees, which is refundable with conditions.

The College will request for all pages of the Written Agreement and Enrolment Contract to be signed by both parents and returned with tuition fees required in advance.

The student's Confirmation of Enrolment (CoE) and Confirmation of Accommodation and Welfare (CAAW) (if applicable), required for the student's visa application, will be issued on receipt of the OSHC, if privately organised, and advance tuition fees.

### Other Enrolment Documents Provided

- Student Enrolment Contract,
- ESOS framework guidelines,
- EAL Support Program information,
- Schedule of Fees,
- Fee payment methods

### Return of Forms & Payment of Fees

- When written agreement and fees in advance are received by the College, a COE (and CAAW if applicable) are issued for visa application.
- Signed Enrolment Contract and Written Agreement are signed by the Headmaster and acknowledgements are received from Finance Department
- CoEs, CAAWs, Student Enrolment Contract, Declaration page from the Written Agreement and acknowledgements for Confirmation Fee and Fees in Advance are sent to the family by the College along with an explanation of how OSHC will be arranged (if requested) and how their fees in advance will be held in a trust until the student commences

Note: The Written Agreement must be signed BEFORE or at the same time as Payment of Fees and the CoE will be issued with a course cost or duration not higher than what is registered on PRISMS.

### Confirmation & Commencement

- Between confirmation and commencement, Brisbane Boys' College will communicate with parents about uniform and book purchases, subject selections, arrival arrangements, boarding linen packs, orientation forms, OSHC etc.
- College staff are available to assist overseas students with the selection of suitable subjects and courses. They may offer advice to students by assessing their individual needs and ability and matching these with the educational outcomes for the available subjects and courses.
- Students will receive Orientation information outlining details for their first day and key staff contacts who will assist with their orientation.

## ENROLMENT PACKAGE

Please find all enrolment information at links below -

<https://www.bbc.qld.edu.au/enrolments/international-admissions/>

- Offer Letter and the student's Written Agreement (inside the [International Student Handbook](#))
- Information and Policies for Overseas Students, including
  - [Entry Requirements Policy](#)
  - [Student Progress, Attendance and Course Duration Policy](#)
  - [Student Transfer Request Policy](#)
  - [Deferment, Suspension and Cancellation Policy](#)
  - [Fees Policy and Schedule](#)
  - [A copy of the Brisbane Boys' College International Prospectus](#)

## PRE-ENROLMENT INFORMATION FOR COUNSELLING PARENTS AND STUDENTS

Please ensure the following information is covered when counselling parent / students. This is required under Standard 2 of the [\*National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)\*](#) prior to enrolment of the student.

- Requirements for acceptance into a course, including minimum level of English language proficiency
- Course details - content, duration, assessment methods, mode of study, qualification/award, holiday breaks
- Campus details – location, facilities, learning and library resources
- Details of any arrangements with other providers
- Course related tuition and non-tuition fees, refund policy, and potential for fees to change
- Grounds on which enrolment may be deferred, suspended or cancelled
- The ESOS framework
- Brisbane Boys' College accommodation options and policy and process for approving accommodation, support and general welfare arrangements in accordance with Standard 5
- Indicative costs of living in Australia.

When counselling parents / students, it is also important that they understand the following:

- Terms and Conditions of Enrolment as outlined in the student's Written Agreement
- Course entry requirements
- Course information, qualifications / award / outcomes and assessment practices
- Fees Schedules for tuition and non-tuition fees and the fact that fees may change
- Refund Policy and Cancellation Policy
- Complaints and Appeals Policy
- Student Progress, Attendance and Course Duration Policy
- Accommodation and Welfare Policy
- Grounds for deferring, suspending or cancelling enrolment
- Student Transfer Request Policy

Please make sure parents understand that they may be contacted and asked to sign permissions for a student if the student is under 18 years of age:

- Attendance at school arranged excursions, activities, etc
- Authorisation of staff to arrange emergency medical assistance
- Accommodation permissions and leave / travel arrangements
- Student to lodge a transfer request form under Brisbane Boys' College Transfer Request Policy

## APPLICATION PROCESSING

Please submit an online enrolment application with ALL documents completed and signed by parents where necessary:

- Completed online enrolment application form
- Signed student enrolment offer and Written Agreement confirming all policies and conditions have been understood and accepted
- Certified transcripts of academic records from last two years of schooling
- Certified evidence of date of birth
- Copy of passport details
- Copy of English language test or evidence English language proficiency
- Any relevant Specialist or Medical reports / details

*\*It is very important that parents understand Brisbane Boys' College needs to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have. Failure to disclose this information at time of enrolment may be grounds for future cancellation of enrolment.*

After an enrolment application is lodged:

- Application processing time is approximately ten days if all documentation is submitted.
- You will be contacted and advised of the outcome of the student's application or will be asked to provide further information.
- If the student's application is accepted, parents will be requested to sign a written agreement and pay fees as per invoice provided.
- Brisbane Boys' College will issue a CoE (and CAAW if applicable) on receipt of a signed written agreement and fees payable. Please advise the school of payment transaction details / how / when payment of fees is being made.
- Brisbane Boys' College will contact you with regard to preparation for the student's arrival:
  - Confirmed flight / other arrival details
  - Arrival transfers
  - Accommodation details

## STUDENT ARRIVAL AND ORIENTATION

### Arrival

If travelling unaccompanied, or arriving in Australia for the first time, students should be aware of Australian immigration processes as outlined at:

- <https://www.abf.gov.au/entering-and-leaving-australia/crossing-the-border>
- <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in>
- <https://www.abf.gov.au/entering-and-leaving-australia/smartgates/overview>

Brisbane Boys' College can arrange airport pick up for the student, and will wait for students at exit of customs clearance.

### Orientation

Brisbane Boys' College will provide orientation details for students on and prior to arrival. This includes information about:

- Emergency contact numbers
- Information about how to report / seek assistance for actual or alleged sexual, physical or other abuse, or an incident that significantly impacts on the student's wellbeing
- Information on personal safety and security
- Information on how to access information on employment rights and conditions and how to resolve workplace issues (e.g., FWO services)
- Support services available to the student
- Legal services if needed
- Emergency and health services
- School facilities and resources
- Complaints and Appeals processes
- Visa conditions relating to course progress, attendance and duration
- Overseas Student Health Cover
- Key members of staff
- School timetable and routines
- Transport services
- Local community
- Information about accommodation and the requirement to stay in school approved accommodation arrangements during vacation periods boarding and not returning home.

For Boarding Students BBC will arrange for or assist the student to do the following after the student's arrival, as necessary:

- Contact parents to confirm safe arrival

## STUDENT SERVICES & SUPPORT

### EMERGENCY CONTACTS FOR PARENTS AND AGENTS

If you, or a parent, needs to contact Brisbane Boys' College urgently with regard to a student, please contact:

#### IN SCHOOL HOURS

EAL & International Coordinator	Julie Wilson
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Tel: +61 7 3721 5990      E: [jwilson@bbc.qld.edu.au](mailto:jwilson@bbc.qld.edu.au)

#### OUTSIDE SCHOOL HOURS\*

Head of Admissions	Katrina Bracken
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Tel: +61 (0) 421 371 807      E: [katrina.bracken@bbc.qld.edu.au](mailto:katrina.bracken@bbc.qld.edu.au)

\*Contact outside school hours should be in case of emergency only.

## STUDENT CONTACT OFFICER(S)

The following staff member is the Contact Officer for Overseas Students:

EAL & International Coordinator	Julie Wilson
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Tel: +61 7 3721 5990      E: [jwilson@bbc.qld.edu.au](mailto:jwilson@bbc.qld.edu.au)

If students do not know who to go to in Brisbane Boys' College if they have a problem or if they need information about anything, they can go to this person in the first instance.

In an emergency, students can also contact:

Head of Admissions	Katrina Bracken
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Tel: +61 (0) 421 371 807      E: [katrina.bracken@bbc.qld.edu.au](mailto:katrina.bracken@bbc.qld.edu.au)

\*Contact outside school hours should be in case of emergency only.

To seek assistance for or to report any incident or allegation regarding sexual, physical or other abuse, students can also contact:

Headmaster	Andre Casson
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Tel: +61 7 3309 3512      Fax: +61 7 3371 2679      E: [acasson@bbc.qld.edu.au](mailto:acasson@bbc.qld.edu.au)

## CONTACT DETAILS, PROGRESS REPORTS AND COMMUNICATIONS WITH PARENTS

### Contact details

Brisbane Boys' College is required to maintain current contact details of all students and parents. This includes current residential address, mobile number (if any) and email address (if any).

This includes details of who to contact in emergency situations.

Students must advise Brisbane Boys' College of any changes to these details within seven days while in Australia and enrolled at Brisbane Boys' College.

Every six months, Brisbane Boys' College is required to confirm with students and parents that their contact details are up to date.

### Progress Reports

Brisbane Boys' College expects all students to work hard at their studies, to take part in school activities, including extra-curricular activities, and for parents to have an active interest in the progress made by their child.

For this reason, Brisbane Boys' College will regularly communicate with parents via School reports.

School Progress Reports are posted on the College Portal with a link emailed to parents.

### Communications with parents

Brisbane Boys' College will also wish to communicate with parents on other matters from time to time. In all cases, communications will be directly with parents. In some cases, copies of school communications to parents will be cc'd to you, particularly if follow up of some kind is required.

Examples of communications with parents might include

- Emergency situations
- School newsletters and updates
- Change of address of student or parents
- Student progress and welfare reports
- Contact if Brisbane Boys' College has concerns about the student's health, welfare, attendance, academic progress or conduct
- Contact to confirm permission for the student engage in school or outside school activities
- Contact to confirm travel arrangements
- Your assistance in keeping communications flowing smoothly between Brisbane Boy's College and parents will be greatly appreciated.

## STUDENT SERVICES

Brisbane Boys' College provides the following assistance to students. Please encourage students to ask the International Student Coordinator if they are not sure where to go to for information about these services if there is a need at any time:

### Counselling services

- Academic counselling
  - ◊ any problems with studies, including understanding subject content or assessment requirements, time management, classroom practices
  - ◊ subject selection
- Personal counselling
  - ◊ any personal problems, including difficulties in adjusting to a new environment,
  - ◊ physical or mental health issues
  - ◊ communications strategies
- Careers Counselling
  - ◊ All students are offered advice and information about careers planning, further studies or study pathways during their studies in Years 10-12.

## ACCOMMODATION & WELFARE

Brisbane Boys' College's [Accommodation Policy](#) allows the following options:

- Boarding
- Living with a parent

Brisbane Boys' College will issue a CAAW or Welfare Letter for students living in the Boarding House.

Brisbane Boys' College will not issue a CAAW or Welfare Letter for students living with a parent.

Any concerns or questions about the student's accommodation or welfare should be made in school hours and addressed to:

EAL & International Co-ordinator

Julie Wilson

Tel: +61 7 3721 5990

E: [jwilson@bbc.qld.edu.au](mailto:jwilson@bbc.qld.edu.au)

Arrangements to visit a student living in the College Boarding House should always be made in advance with parents by contacting:

Director of Boarding

Mr Matthew McEwen

Tel: +61 7 3309 3556

E: [mmcewen@bbc.qld.edu.au](mailto:mmcewen@bbc.qld.edu.au)

Fax: +61 7 3309 3671

## SUPPORT AND INTERVENTION PROCESSES

Brisbane Boys' College will arrange additional assistance for students to help them successfully complete their studies if this is necessary. This may take the form of:

- homework classes or tutorials after school
- changing timetabling or subjects to allow for greater EAL or subject related support
- creating a time management and study plan
- 1:1 teacher interviews to discuss assessment requirements, etc

Under Standard 8 of The National Code 2018, Brisbane Boys College may need to counsel students and prepare individual strategies to improve attendance or course progress.

If Brisbane Boys' College needs to implement strategies for monitoring attendance and / or improving course progress under this Standard, parents will be contacted and kept informed.

If a student's attendance or course progress does not improve to the required levels after intervention, Brisbane Boys' College is required to report the student to Immigration (Department of Home Affairs) for failure to meet visa conditions.

Brisbane Boys' College [course progress, attendance and duration policy for International Students](#) is available here.

## COMPLIANCE WITH ESOS ACT AND NATIONAL CODE 2018

### National Code 2018

The [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) came into effect on 1 January 2018.

As an agent engaged by Brisbane Boys' College, you (and your staff or any sub-agents connected to your agency) are expected be familiar with all requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and to understand the implications of these requirements in your interactions with intending and current students and their parents.

**Standard 4** of the 2018 National Code specifically relates to Education Agents.

The requirements of Standard 4 are:

4.1 The registered provider must enter into a written agreement with each education agent it engages to formally represent it and enter and maintain the education agent's details in PRISMS.

4.2 The written agreement must outline:

- 4.2.1 the responsibilities of the registered provider, including that the registered provider is responsible at all times for compliance with the ESOS Act and National Code 2018
- 4.2.2 the registered provider's requirements of the agent in representing the registered provider as outlined in Standard 4.3
- 4.2.3 the registered provider's processes for monitoring the activities of the education agent in representing the provider, and ensuring the education agent is giving students accurate and up-to-date information on the registered provider's services
- 4.2.4 the corrective action that may be taken by the registered provider if the education agent does not comply with its obligations under the written agreement including providing for corrective action outlined in Standard 4.4

- 4.2.5 the registered provider's grounds for termination of the registered provider's written agreement with the education agent, including providing for termination in the circumstances outlined in Standard 4.5
- 4.2.6 the circumstances under which information about the education agent may be disclosed by the registered provider and the Commonwealth or state or territory agencies.

4.3 A registered provider must require its education agent to:

- 4.3.1 declare in writing and take reasonable steps to avoid conflicts of interests with its duties as an education agent of the registered provider
- 4.3.2 observe appropriate levels of confidentiality and transparency in their dealings with overseas students or intending overseas students
- 4.3.3 act honestly and in good faith, and in the best interests of the student
- 4.3.4 have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.

4.4 Where the registered provider becomes aware that, or has reason to believe, the education agent or an employee or subcontractor of that education agent has not complied with the education agent's responsibilities under standards 4.2 and 4.3, the registered provider must take immediate corrective action

4.5 Where the registered provider becomes aware, or has reason to believe, that the education agent or an employee or subcontractor of the education agent is engaging in false or misleading recruitment practices, the registered provider must immediately terminate its relationship with the education agent, or require the education agent to terminate its relationship with the employee or subcontractor who engaged in those practices.

4.6 The registered provider must not accept students from an education agent if it knows or reasonably suspects the education agent to be:

- 4.6.1 providing migration advice, unless that education agent is authorised to do so under the Migration Act
- 4.6.2 engaged in, or to have previously engaged in, dishonest recruitment practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers under Standard 7 (Overseas student transfers)
- 4.6.3 facilitating the enrolment of a student who the education agent believes will not comply with the conditions of his or her visa
- 4.6.4 using PRISMS to create CoEs for other than bona fide students.

Brisbane Boys' College agency agreement has been updated to reflect the new requirements of the 2018 National Code. A copy of this agreement is on page 22.

## PRISMS

Under Standard 4.1, Brisbane Boys' College is required to enter and maintain your details in the Australian Government's Provider Registration and International Student Management System (PRISMS). Please see the following for more details:

[International Education Agents Data Project](#)

Fields for agent details in PRISMS are:

- MARA/Overseas Education Agent ID/ABN/ACN
- Business Name (mandatory)

- Given Name 1
- Given Name 2
- Family Name (mandatory)
- Date of Birth
- Email Address
- Business Phone/Residential Phone/Mobile (At least one is mandatory)
- Address (mandatory when agent record is first created)

Please ensure you advise Brisbane Boys' College if any of these contact details change.

## MARKETING INFORMATION & MONITORING PROCESSES

Under Standard 4.2.3 Brisbane Boys' College is required to have in place processes for monitoring the activities of agents engaged and ensuring the agent is giving students up-to-date information on Brisbane Boys' College services.

### Marketing information

Brisbane Boys' College provides the following information for recruitment of overseas students:

- [International Prospectus](#)
- [Fees Schedule](#)
- [International Student Handbook](#)
- International pages on website: <https://www.bbc.qld.edu.au/enrolments/international-admissions/>

An updated Fees Schedule is available in the last quarter of each year at <https://www.bbc.qld.edu.au/enrolments/fees-and-finance/>

New copies of other materials will be provided when updates are made. **It is important to only use the latest versions of school marketing materials, preferably electronically.**

To request extra copies or updated versions of marketing materials please contact:

Head of Admissions

Katrina Bracken

Tel: +61 (0) 421 371 807    E: [katrina.bracken@bbc.qld.edu.au](mailto:katrina.bracken@bbc.qld.edu.au)

\*Contact outside school hours should be in case of emergency only.

### Promotional images, testimonials

School images may only be used with explicit approval. Website links or other provided materials for promotion of Brisbane Boys' College may be used at Agent discretion for student recruitment.

### Monitoring processes

We expect regular communications with Brisbane Boys' College about recruitment of students and on-going support of students enrolled.

Please note under Standard 4, Brisbane Boys' College is required to take certain actions if improper conduct on behalf of the Agent or an Agency staff member is suspected. Details of such actions are outlined in the agency agreement.

## COMPLIANCE RESOURCES

Resources to assist you to understand the requirements of the Australian Education Services for Overseas Students (ESOS) regulatory framework include:

- Australian Government Department of Education and Training [ESOS framework web page](#). This page includes links to:

[\*The ESOS legislative framework\*](#)

[\*National Code 2018 Implementation\*](#)

[\*National Code 2018 Fact Sheets\*](#)

[\*International Education Agents Data Project\*](#)

[\*International Student Fact Sheet\*](#)

[\*Australian International Education and Training Agent Code of Ethics\*](#)

- Department of Home Affairs (including the former Department of Immigration and Border Protection) Studying in Australia web page: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- Education Agents' Training Course (EATC): <http://eatc.com/>

In addition, if you have any questions about compliance requirements with regard to recruitment or enrolment of students for Brisbane Boys' College, please contact

Head of Admissions

Katrina Bracken

Tel: +61 (0) 421 371 807      E: [katrina.bracken@bbc.qld.edu.au](mailto:katrina.bracken@bbc.qld.edu.au)

\*Contact outside school hours should be in case of emergency only.

## EDUCATION AGENT AGREEMENT

### BRISBANE BOYS' COLLEGE

AND

Agent

THIS AGREEMENT is made on [INSERT DATE]

BETWEEN

THE PRESBYTERIAN AND METHODIST SCHOOLS ASSOCIATION trading as BRISBANE BOYS' COLLEGE

ABN 43 257 489 023 of Kensington Terrace, TOOWONG QLD 4066

(Education Provider)

AND

[INSERT AGENT]

(Education Agent)

## 1) BACKGROUND

Brisbane Boys' College is the Education Provider registered to provide education courses for domestic and overseas students in Australia.

[INSERT AGENT] is an Education Agent with expertise in finding Prospective Students for enrolment and study at education institutions in Australia.

The countries/regions covered by this Agreement are:

1. Australia
2. China
3. Hong Kong
4. Taiwan
5. Singapore
6. Malaysia
7. Macau
8. Japan
9. Korea

## 2) AGREEMENT

### 2.1 Definitions

“**Australian Privacy Principles**” means the privacy principles contained in Schedule 1 of the Privacy Act 1988;

“**Commencement Date**” means the date this Agreement will commence, being the date specified in Item 1 of Schedule 1;

“**Course**” means an academic course provided by Brisbane Boys’ College;

“**Course Fee**” means the tuition fees for courses set by Brisbane Boys’ College from time to time (plus GST);

“**CRICOS**” means the Commonwealth Register of Institutions and Courses for Overseas Students;

“**Education Agent**” has the same meaning as defined in the ESOS Act;

“**ESOS Act**” means the Education Services for Overseas Students Act 2000 (and all relevant regulations);

“**Immigration Assistance**” has the same meaning as defined in the Migration Act;

“**Marketing Material**” means any material, both print and electronic, that a Prospective Student may have access to prior to enrolment;

“**Mark**” means the business names, logos, trademarks, designs, and crests of either party;

“**Migration Act**” means the Migration Act 1958 (Cth);

“**National Code**” means that Code which forms part of the ESOS Act

“**Personal Information**” has the same meaning as defined in the Privacy Act 1988;

“**Placement Fees**” means the payments to be made by Brisbane Boys’ College to the Education Agent for students recruited by the Education Agent who enrol in courses provided by Brisbane Boys’ College, being calculated in accordance with Item 2 of Schedule 1;

“**Placement Services**” means the recruitment and placement services to be provided by the Education Agent to Brisbane Boys’ College as set out in clause 3;

“**PRISMS**” means the Provider Registration and International Student Management System (the electronic system that holds CRICOS and the electronic confirmation of enrolment);

“**Prospective Student**” means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming a Student or an ‘overseas student’ as defined by the ESOS Act;

“**Schedule**” means the schedule that forms part of this Agreement;

“**Services**” means the Placement Services;

“**Student**” means a person (whether within or outside Australia) who holds a student visa and is an ‘overseas student’ as defined by the ESOS Act; or is otherwise eligible under Brisbane Boys’ College’s enrolment policy, to be lawfully enrolled as a student of Brisbane Boys’ College. (e.g. 500 visa students);

“**Term**” means the period specified in Item 3 of Schedule 1 commencing on the Commencement Date;

## 2.2 In this Agreement, unless the contrary intention appears:

1. Headings are for ease of reference only and do not affect the meaning of this Agreement
2. Other grammatical forms of defined words or expressions have corresponding meanings;
3. Money is in Australian dollars unless otherwise stated and a reference to ‘A\$', ‘\$A’, ‘dollar’ ‘AUD’ or ‘\$’ is a reference to Australian currency; and
4. Schedules form part of the Agreement, but if there is any conflict between a clause of this Agreement and the Schedules, the Schedules will prevail.

### 3) ENGAGEMENT OF THE EDUCATION AGENT

1. Brisbane Boys' College engages the Education Agent to recruit suitable Prospective Students in the countries specified in clause 1.c for the Term.
2. This is a non-exclusive agreement. Brisbane Boys' College may appoint other Education Agents in the countries/regions specified in 1.c.
3. This Agreement is only for the countries/regions as listed above. If the Education Agent wishes to expand its Services to other countries/regions, this can only be done with the consent of Brisbane Boys' College and amending the agency agreement.
4. The Education Agent acknowledges that Brisbane Boys' College has the sole discretion in making offers and accepting Prospective Students into its Courses.

### 4) RESPONSIBILITIES OF THE EDUCATION AGENT

#### a) Under this Agreement the Education Agent must:

1. provide the Services during the Term on the terms contained in this Agreement.
2. promote Brisbane Boys' College and its courses in the countries/regions specified in 1.c.
3. act as an Education Agent for Brisbane Boys' College in its provision of the Services. The Education Agent is not authorised to act as an Education Agent for Brisbane Boys' College except as set out in this Agreement.
4. recruit and assist in the recruitment of Prospective Students to undertake courses at Brisbane Boys' College in accordance with the policies of Brisbane Boys' College
5. provide Prospective Students with any necessary information required under the ESOS Act including information about the courses, facilities and services of Brisbane Boys' College
6. assist in completing and submitting an application to Brisbane Boys' College
7. provide Brisbane Boys' College with up to date agency details required under ESOS legislation for publishing on the school website and entering into PRISMS, including:
  - Agency Name
  - Name of principal agent
  - Legal entity
  - Street address(es)
  - Website address
  - Name(s) email addresses and phone numbers of key agency contacts

#### b) In performing the Services, the Education Agent must:

1. promote Brisbane Boys' College with integrity and accuracy and recruit Students in an honest, ethical and responsible manner;
2. observe appropriate levels of confidentiality and transparency in dealings with overseas students or intending overseas students
3. act honestly and in good faith, and in the best interest of the Student

4. inform Prospective Students accurately about the requirements of Brisbane Boys' College using only up to date material provided or approved by Brisbane Boys' College
5. take reasonable steps to confirm the accuracy of the information provided by Prospective Students in the application
6. ensure that only completed applications are submitted to Brisbane Boys' College
7. ensure that relevant fees and charges and supporting documentation accompany each application and acceptance of offer documents
8. provide any offer documents received from Brisbane Boys' College to the Prospective Student within 24 hours of receiving the offer documents
9. only undertake promotional and marketing activities involving Brisbane Boys' College that have been approved by Brisbane Boys' College
10. provide copies of all progress reports as they are issued, for a student enrolled in another course prior to commencing at Brisbane Boys' College
11. ensure the full disclosure to Brisbane Boys' College of formal and informal behavioural concerns not reflected in the formal progress reports, if known
12. provide Brisbane Boys' College with updates on student visa processing delays that may impact on a Student's commencement date
13. advise Brisbane Boys' College of any known changes to the Student's visa subclass prior to commencement (e.g. if the Student's family will be applying for a business visa)
14. assist Brisbane Boys' College with communication between Brisbane Boys' College and the Student's family

**c) In accordance with the requirements of the ESOS Act, the Education Agent must not engage in dishonest practices, including:**

1. Recruiting or attempting to recruit a student currently studying with another Australian education provider
  2. Suggesting that a student come to Australia on a student visa for any reason other than for full time study
  3. Facilitate the enrolment of students who the Education Agent believes will not comply with the conditions of their student visa
  4. Use PRISMS to create a Confirmation of Enrolment for other than a bona fide student
- or
5. Provide Prospective Students with immigration advice unless the Education Agent is a separately registered migration agent (Migration Act 1958)

**d) In addition to the requirements of clause 4.c), the Education Agent must not:**

1. Engage in false or misleading advertising or recruitment practices including misleading comparisons with any other education provider or their courses or inaccurate claims regarding any association between Brisbane Boys' College and any other education provider
2. Facilitate applications by students who do not meet the visa criteria or make any guarantees about the likelihood of obtaining a student visa
3. Facilitate applications from students who it believes will not comply with their visa requirements or who are not supportive of and/or fit for Brisbane Boys' College's culture and expectations

4. Give false or misleading information relating to course fees payable or acceptance into a course
5. Receive or bank course fees payable to Brisbane Boys' College by a Prospective Student or deduct any fees from the amount payable by the student to Brisbane Boys' College
6. charge any fee to a Prospective Student for their application or acceptance of an offer from Brisbane Boys' College
7. Commit Brisbane Boys' College to accept any Prospective Student into a course
8. Use or access PRISMS without the prior written consent of Brisbane Boys' College. While subclause (4.c) is a requirement of the National Code which applies to all Education Providers, it should also be noted that under the wider policy of Brisbane Boys' College, no Education Agent of Brisbane Boys' College has the authority to use PRISMS to create the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.
9. Sign or encourage others to sign official documents, such as the application form, on behalf of Prospective Students unless the student is under 18 years of age and the person is the Prospective Student's parent(s)/ legal guardian(s)
10. Submit an application to Brisbane Boys' College on behalf of a student if the Education Agent is aware the Prospective Student has applied to other education providers, without also advising Brisbane Boys' College of this circumstance
11. Submit an application to Brisbane Boys' College on behalf of a student if the Education Agent is aware the Prospective Student has been rejected by an education provider for a similar course, without also advising Brisbane Boys' College of this circumstance.

## 5) RESPONSIBILITIES OF BRISBANE BOYS' COLLEGE

### a) Brisbane Boys' College is responsible at all times for the compliance with the ESOS Act and the National Code 2018

#### b) Brisbane Boys' College must:

1. Give the Education Agent sufficient information to enable the Education Agent to undertake its Services, including information regarding the requirements of the ESOS Act
2. Give the Education Agent up-to-date and accurate marketing materials and ensure the Education Agent provides this material to students
3. Assess completed applications from Prospective Students within a reasonable time of receipt
4. Pay any fees within the agreed time frame

#### c) Brisbane Boys' College will:

1. monitor the Education Agent and may require the Education Agent to comply with its reasonable monitoring processes (as required by the National Code); and
2. conduct regular reviews of the Education Agent's performance, to be undertaken at least every six months at the discretion of Brisbane Boys' College including a record of inquiries and outcomes as set out in Schedule 2.

#### d) Without in any way limiting the provisions of clause 5.c above, the monitoring processes conducted by Brisbane Boy's College may include:

1. regular face-to-face meetings

2. telephone/teleconference meetings
3. regular reports from the Education Agent
4. surveys of students recruited by the Education Agent
5. surveys of parents of the students recruited by the Education Agent; or
6. spot checks by Brisbane Boys' College to observe it at work at education fairs.

**e) The Education Agent agrees to its personal information being held in PRISMS being disclosed as follows:**

1. recorded in PRISMS. This may include its name, business email address, phone number and address;
2. accessed by the Australian Government Department of Education and Training, Department of Immigration and Border Protection and other Commonwealth agencies that access PRISMS;
3. used to administer or monitor compliance with the Commonwealth legislation (e.g. ESOS Act, Migration Act 1958); and
4. disclosed by the Australian Government Department of Education and Training to other Australian Government entities (including, but not limited to ASQA and TEQSA), education institutions and publicly. The Australian Government Department of Education and Training will share individual agents' performance publicly as aggregated data (but will not identify agent provider relationships). Agent-provider relationships will only be identified when data is shared with education providers and other Australian Government entities.

## **6) CONFIDENTIALITY**

- a) Except to the extent that the Education Agent may be required by law or in the performance of the Services to divulge information concerning the Services, the Education Agent must keep confidential all information provided by Brisbane Boys' College for the purposes of this Agreement and must ensure that its personnel and employees (and, if applicable, sub-contractors) do likewise.**

## **7) EDUCATION AGENT FEES**

- a) The fees payable are set out in Schedule 1.**
- b) Subject to the provisions of this clause, Brisbane Boys' College must pay the Education Agent's fee for each Student who:**
1. Is recruited by the Education Agent
  2. Is enrolled in a course;
  3. Studies in Australia under subclass 500 student visa
  4. Has paid the course fee to Brisbane Boys' College; and
  5. Has commenced the course and has had (6) six weeks of satisfactory progress and attendance.
- c) For the purpose of this Agreement, the Education Agent is regarded as having recruited the student under this Agreement if the Education Agent submits the Student's application for enrolment and that application also bears the Education Agent's name.**
- d) A placement fee is not paid where a Prospective Student applies directly to Brisbane Boys' College**
- e) No placement fee is payable unless the Education Agent has submitted a tax invoice in a form approved by Brisbane Boys' College.**

- f) **Brisbane Boys' College must pay the fees payable under this clause within 30 days of receipt of a valid invoice from the Education Agent.**

## **8) ASSIGNMENT AND SUB-CONTRACTING**

- a) **The Education Agent must not assign this Agreement or any right under this Agreement without the prior consent of Brisbane Boys' College. Such approval may be given or refused or given subject to conditions at the absolute discretion of Brisbane Boys' College.**
- b) **The Education Agent must not sub-contract any part or the whole of the Services unless it has:**
1. Made written application in writing to Brisbane Boys' College giving full particulars of the part of the Services it wishes to sub-contract and of the proposed sub-consultant/s; and
  2. Obtained the written approval of Brisbane Boys' College.
- c) **If Brisbane Boys' College has consented to a proposed sub-contractor, the Education Agent remains liable for performing its obligations under this Agreement.**

## **9) CORRECTIVE ACTION**

- a) **If at any point during the term of this Agreement, Brisbane Boys' College believe or reasonably suspects that the Education Agent is negligent, careless or incompetent or is engaged in false misleading or unethical advertising or recruitment practices, the Agreement may be terminated under the terms set out below in clause 10.**
- b) **Alternatively, Brisbane Boys' College may decide at its discretion to engage in corrective action with the Education Agent. These activities may include but are not limited to:**
1. On-shore or online training for the Education Agent
  2. Requiring the Education Agent to complete an online Agent Training Course

## **10) TERMINATING THIS AGREEMENT**

- a) **Either party may terminate this Agreement at any time by giving the other party not less than 30 days notice in writing.**
- b) **However, if the Education Agent breaches any provision of this Agreement, Brisbane Boys' College may terminate this Agreement at any time and with immediate effect by giving written notice to the Education Agent.**
- c) **On termination of this Agreement, the Education Agent must:**
1. Submit all applications and fees from Prospective Students received up to the termination date; and
  2. Immediately cease using any advertising, promotional or other material supplied by Brisbane Boys' College and return all materials to Brisbane Boys' College within 30 days.
- d) **The termination of this Agreement by either party does not affect any accrued right or remedies of either party.**

## **11) DISPUTE RESOLUTION/MEDIATION**

- a) **In the event of any grievance or disputed decision the Education Agent is able to access Brisbane Boys' College Complaints and Appeals Policy.**
- b) **If the matter cannot be resolved through use of Brisbane Boys' College Complaints and Appeals Policy within 14 days of the complaint first being made (or within such further period as the parties may agree), then the dispute must be referred to the Australian Commercial Disputes Centre (ACDC) for mediation.**

- c) **The mediation must be conducted in accordance with ACDC Mediation Guidelines which set out the procedures to be adopted, the process of selection of the mediator and the costs involved and which terms must be treated as incorporated in this clause.**

## 12) ENTIRE AGREEMENT

- a) **This agreement and its schedules:**

1. constitutes the full agreement between the parties as to its subject matter; and
2. in relation to the subject matter replaces and supersedes any prior arrangement or agreement between the parties.

## 13) GENERAL

- a) **This Agreement, its schedules and annexures constitute the complete and full agreement between the parties as to its subject matter; and**
- b) **This Agreement may only be altered in writing, signed by both parties.**
- c) **This Agreement is governed by and construed in accordance with this law in force in the State of Queensland, Australia. The parties submit to the non-exclusive jurisdiction of the courts of the State of Queensland, Australia and the Federal Court of Australia.**

## 14) INDEMNITIES

- a) **The Education Agent must indemnify and hold harmless Brisbane Boys' College against, and from, all claims, costs (including indemnity costs), actions, liabilities, loss, damage or suit that may be made against or suffered by Brisbane Boys' College that arise directly out of any breach of this Agreement by the Education Agent or its employees, agents or sub-contractors (if any).**
- b) **Brisbane Boys' College must indemnify and hold harmless the Education Agent against, and from, all claims, costs (including indemnity costs), actions, liabilities, loss, damage or suit that may be made against or suffered by the Education Agent that arise directly out of any breach of this Agreement by Brisbane Boys' College or its employees, subcontractors or agents.**

## 15) GOODS AND SERVICES TAX (GST)

- a) **In this clause:**

1. GST means GST as defined in A New Tax System (Goods and Services Tax) Act 1999 as amended (GST Act) or any replacement or other relevant legislation and regulations;
2. words used in this clause which have a particular meaning in the GST law (as defined in the GST Act, and also including any applicable legislative determinations and Australian Taxation Office public rulings) have the same meaning, unless the context otherwise requires;
3. any reference to GST payable by a party includes any corresponding GST payable by the representative member of any GST group of which that party is a member; and
4. if the GST law treats part of a supply as a separate supply for the purpose of determining whether GST is payable on that part of the supply or for the purpose of determining the tax period to which that part of the supply is attributable, such part of the supply is to be treated as a separate supply.

- b) **Unless GST is expressly included, the consideration expressed to be payable under any other clause of this Agreement for any supply made under or in connection with this Agreement does not include GST.**
- c) **To the extent that any supply made under or in connection with this Agreement is a taxable supply, the GST exclusive consideration otherwise payable for that supply is increased by an amount equal to that consideration multiplied by the rate at which GST is imposed in respect of the supply, and is payable at the same time.**

- d) Each party agrees to do all things, including providing tax invoices and other documentation, that may be necessary or desirable to enable or assist the other party to claim any input tax credit, adjustment or refund in relation to any amount of GST paid or payable in respect of any supply made under or in connection with this Agreement.
- e) If a payment to a party under this Agreement is a payment by way of reimbursement or indemnity and is calculated by reference to the GST inclusive amount of a loss, cost or expense incurred by that party, then the payment is to be reduced by the amount of any input tax credit to which that party is entitled in respect of that loss, cost or expense before any adjustment is made for GST pursuant to clause c).

## 16) EDUCATION AGENT DECLARATION

I confirm and declare that I, and any staff of \_\_\_\_\_ Education Agent,

1. have knowledge and understanding of the international education system in Australia, the Australian International Agent Code of Ethics (ACE), and my/our obligations related to recruiting, counselling and enrolling overseas students, as evidenced in information provided in Schedule 1, and
2. I/we have no conflicts of interest and will take reasonable steps to avoid conflicts of interests with duties and obligations with Brisbane Boys' College.

**Please email to: Katrina Bracken, Head of Admissions - [katrina.bracken@bbc.qld.edu.au](mailto:katrina.bracken@bbc.qld.edu.au)**

**OR post to: Brisbane Boys' College, Kensington Terrace, Toowong, QLD Australia 4066**

### SCHEDULE 1

Item 1	Commencement Date	[INSERT DATE]
Item 2	Placement Fees	Placement Fees 10 % of the Course Fees for the Student's first full academic year (plus GST), payable at the completion of each term the student is enrolled.  4% of the Course Fees for the Student's second academic year (plus GST), payable at the completion of each term the student is enrolled.
Item 4	Address of Notices	
Item 3	Term Agreement	2 (Two) Years
Item 4	Address of Notices	Brisbane Boys College:  Kensington Terrace,  TOOWONG QLD 4066  Contact: Katrina Bracken  Head of Admissions: <a href="mailto:katrina.bracken@bbc.qld.edu.au">katrina.bracken@bbc.qld.edu.au</a>  [INSERT AGENT ADDRESS]

## SCHEDULE 2

Prior to engagement and as evidence of meeting professional conduct standards and understanding of obligations under the 2018 National Code, \_\_\_\_\_ Agent has provided the following information to Brisbane Boys' College;

### 1. **Company profile**

- Details of key staff members and/or school consultants
- Location and details of any sub-contracted agents
- Location and details of offshore offices

### 2. **Company registration details**

### 3. **Details of past and present experience recruiting students**

- Number of students

### 4. **Familiarity with Australian education industry [provide details]**

- Knowledge of ESOS Act
- Knowledge of National Code
- Completion of the Education Agent Training Course (EATC)
- Knowledge and understanding of Simplified Student Visa Framework (SSVF)
- Knowledge and understanding of Australian international education system and AQF
- Knowledge and understanding of the Australian International Education Agent Code of Ethics (ACE)

### 5. **Experience in**

- Education industry generally
- Any other major business areas

### 6. **Details of markets from which recruit**

- Geographical area
- Characteristics of potential market

### 7. **Names of any professional organisations of which the agent is a member**

### 8. **Outline of Services to be provided**

### 9. **Written references, dated and with contact details from three sources**

- An Australian Government Officer or Agency
- An Australian or New Zealand school
- A referee of the agent's choice

Signed for Brisbane Boys' College by an authorised officer

Signed for the Education Agent, \_\_\_\_\_, by an authorised officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Name of Officer (print)

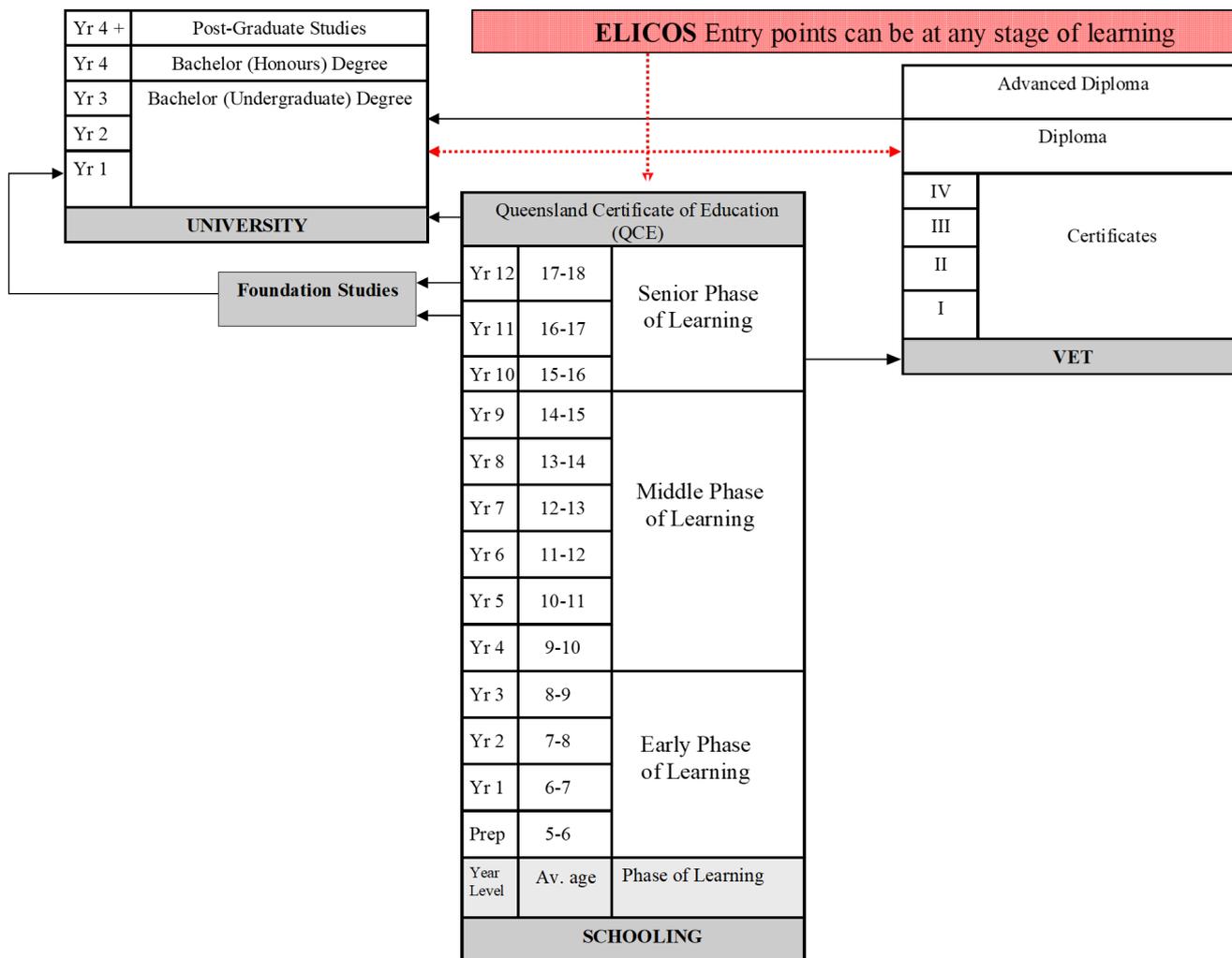
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Office held

## QUEENSLAND'S EDUCATION SYSTEM

### Overview of study pathways in Queensland



### Queensland Curriculum & Assessment Authority (QCAA)

The QCAA is a statutory body of the Queensland Government providing Kindergarten to Year 12 syllabuses, guidelines, assessment, reporting, testing and certification services for Queensland schools. The QCAA website has information about the curriculum and assessment delivered by Queensland schools to students enrolled in [Prep – Year 10](#) and [Senior Secondary](#).

### The QCE

The Queensland Certificate of Education (QCE) is Queensland's senior secondary schooling qualification. It is internationally recognised and provides evidence of senior schooling achievements.

The QCE is awarded to eligible students usually at the end of Year 12. The QCE offers flexibility in what is learnt, as well as where and when learning occurs. Students have a wide range of learning options.

To receive a QCE, students must achieve the set amount of learning, in the set standard, in a set pattern, while meeting literacy and numeracy requirements.

Senior pathway planning starts in Year 10, when schools work with students and their parents/carers to develop a Senior Education and Training (SET) plan or equivalent. This plan helps students structure their learning around their abilities, interests and ambitions. It details what, where and how students will study in Years 11 and 12. For this reason, it is very

important that overseas students wishing to successfully complete studies in Years 11 and 12 in Queensland be enrolled in Year 10 by the beginning of Semester 2 at the latest.

### Senior Education Profile for Year 12 students

All students who finish Year 12 receive a transcript of their learning account in the form of a Senior Statement. If a student has a Senior Statement, they have satisfied the completion requirements for Year 12 in Queensland.

After finishing Year 12, students who are eligible will receive a QCE. For more information, see [Senior Education Profile \(SEP\)](#)

### Tertiary Entrance

From 2020, an Australian Tertiary Admission Rank (ATAR) is provided to eligible Year 12 students for tertiary selection and enrolment. The [Queensland ATAR](#) for students in Queensland is administered by the [Queensland Tertiary Admissions Centre \(QTAC\)](#). For more information, see [ATARs and tertiary entrance](#).

An ATAR will be issued to all eligible students. Students will be able to use the ATAR to apply for tertiary entry any university. However, some universities may also consider applications for direct entry. Ms Roma Deo can give advice in this case.

### Queensland School Calendar

A detailed School calendar is available on Brisbane Boys' College website at: <https://www.bbc.qld.edu.au/term-dates/>

The following is a general guide to the Queensland School Year:

School Year Begins end January (usually after Australia Day public holiday on or near 26th Jan)

- SEMESTER 1, Term 1 - approx. 10 weeks; (Easter Vacation: approx. 10 days over Easter)
- SEMESTER 1, Term 2 - approx. 10 weeks; (Winter Vacation: 2 – 3 weeks end of June to mid-July)
- SEMESTER 2, Term 3 - approx. 10 weeks; (Spring Vacation: 2 weeks Sept-Oct)
- SEMESTER 2, Term 4 - approx. 10 weeks; (Summer Vacation: December and January)

For public holidays in Queensland, please see: <https://www.qld.gov.au/recreation/travel/holidays/public>.

## WEBSITES FOR FURTHER INFORMATION

Australian Government Department of Education Information for Overseas Students:

- ESOS Framework - <https://www.education.gov.au/esos-framework>
- Tuition Protection Service - <https://www.education.gov.au/tps/international-students>

Department of Home Affairs – Studying in Australia: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

Information for students living in Queensland: <https://www.studyqueensland.qld.gov.au/live-in-queensland/student-support>

Austrade Living in Australia Guide: <https://www.studyaustralia.gov.au/en/life-in-australia>

Queensland Curriculum and Assessment Authority (QCAA) <https://www.qcaa.qld.edu.au>

Queensland Events & Cultural Activities: <https://www.queensland.com/en-AU/Events>

Queensland Weather Forecasts: <http://www.bom.gov.au/qld/>

Public Transport in Southeast Queensland: <https://translink.com.au/>

List of Embassies and Diplomatic Missions in Australia: <http://dfat.gov.au/about-us/foreign-embassies/Pages/foreign-embassies-and-consulates-in-australia.aspx>

Currency Converter: <https://www.xe.com/currencyconverter/>



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