

NEAS Verification Applications – Education Agent

NEAS Verification of Education Agents is grounded in the Australian International Education and Training [Agent Code of Ethics](#). Applications for NEAS Verification are required to demonstrate how the seven Principles of the Agent Code of Ethics are reflected in their business operations. They are also required to provide information about their organisation, along with referral from five NEAS member centres to which they refer students.

to address the following areas of the

A. Details of Organisation

- Evidence of current ownership, business licensing, registration
- ASIC printout showing directors (Australia only)
- Relevant partnerships, affiliations and agreements (including sub-agency)
- Policy and procedure for managing partnerships and agreements
- Strategic and business plan(s)
- Org chart of whole organisation, showing positions, names, responsibilities
- Statement by independent accountant
- Policy and procedure governing finance reviews and reports
- Policy and procedure(s) governing the recruitment of students in all countries of operation
- Code of conduct
- List of the organisation's documented policies and procedures

Business Ethics

- Details of any past, pending, threatened or potential litigation, arbitration or administrative actions or other disputes against the agency, CEO or other relevant business associate.
- Website
- Membership of professional associations

Agency Recruitment Practices and Standards

- Referral by five NEAS Centres

B. Evidence of Compliance with the *Agent Code of Ethics*

In relation to each Principle, provide evidence of the organisation's policies and practice. Evidence may include but is not limited to policy and procedure documents, written agreements, document templates, forms, correspondence.

Principle 1: Agents and consultants practise responsible business ethics

Principle 2: Agents and consultants provide current, accurate and honest information in an ethical manner

Principle 3: Agents and consultants develop transparent business relationships with students and providers through the use of written agreements

Principle 4: Agents and consultants protect the interests of minors

- Principle 5: Agents and consultants provide current and up-to-date information that enables international students to make informed choices when selecting which agent or consultant to employ
- Principle 6: Agents and consultants act professionally
- Principle 7: Agents and consultants work with destination countries and providers to raise ethical standards and best practice