

# Form J101 APPLICATION FOR NEAS ENDORSEMENT (Education Agency)

TAX INVOICE ABN 29 003 980 667

WHEN COMPLETED THIS FORM BECOMES A TAX INVOICE

## PLEASE COMPLETE ALL FIELDS

### Agency Details

Legal Name of Entity

Trading Name of Agency

ABN or equivalent licence number

In what year did the Agency first  
begin recruiting students?

List any professional memberships/certifications of  
the Agency

### Contact Details

Head Office Address Line 1

Head Office Address Line 2

City Postcode/Zip

State/  
Province Country

Other office  
locations

Email

Phone

Website URL

### Principal Executive Officer (PEO)

Surname/Family Name

Personal/  
Given Name Title

Email

Phone

## PAYMENT

### PAYMENT INFORMATION (in AUD)

\$1,100.00

+ GST \$110.00

Total: \$1,210.00

### Please indicate method of payment:

CHEQUE (payable to NEAS)

CREDIT CARD ([neas.org.au/formsandguides/payments](https://neas.org.au/formsandguides/payments)) EFT

(BSB 032-099 ▪ A/C No 187624 ▪ A/C Name NEAS)

**When making payment please quote J101 and  
Agency Name**

### Indicate date of payment:

NEAS

ABN 29 003 980 667

PO Box 1140

Surry Hills NSW 2010

T +61 2 9055 9275

E [neas@neas.org.au](mailto:neas@neas.org.au)

W [neas.org.au](https://neas.org.au)

### Principal Administrator

Surname/Family Name

Personal/  
Given Name

Title

Email

Phone

Official  
position

### Declaration by Principal Administrator

**I declare that the information in this application is  
true and correct.**

**I am authorised on the behalf of the provider to  
submit this application.**

Signature:

Date:

**CONFIDENTIALITY:** The information contained in this  
submission remains confidential to the Directors and Staff of  
NEAS and to individual NEAS Quality Assessors and members of  
the Quality Endorsement Committee who are under contract of  
confidentiality to NEAS. The information may also be made  
available to governments.

## Appendix:

### Documents to be submitted with the Application for NEAS Endorsement

- All documents should be in Word or PDF (not scanned)
- Organise documents in sequence with file names commencing with the reference numbering indicated below
- All documents should be submitted electronically

#### Part 1 – Agency

		Documents required
	1.1	Copy of Australian form of photo ID for the Principal Administrator (i.e. Managing Director or CEO)
	1.2	Proof of Australian Citizenship or Australian Permanent Residency (for the Principal Administrator only) Please provide a clear photo of your Australian Passport, Citizenship Certificate or PR Visa notification.
	1.3	Three (3) Agreements with Australian registered education providers <b>Note:</b> We will need only the first and last page, or the pages which include your information and the provider's details. You may wish to block out any confidential information.

#### Part 2 – Agency Operations

		Evidence required
	2.1	Full list of all current contracts with education providers
	2.2	List of top five (5) countries from which the Agency recruits students
	2.3	List of study destinations (countries) to which students are referred by the Agency
	2.4	Student data including the number of students enrolled in Higher Education, Vocational Education, ELICOS, Schools and Non-Award programs in the past 12 months
	2.5	Evidence of industry memberships/certifications as indicated on page 1
	2.6	Full address of each office location (other than the Agency's Head Office)
	2.7	Names and Email addresses of current counsellors
	2.8	Contact details (Name, Phone and Email) of at least three (3) students enrolled in Australia in the past 12 months, who consent to being contacted by NEAS for a short telephone interview
	2.9	Contact details (Name, Phone and Email) of the key contact person for at least three (3) partner institutions who consent to being contacted by NEAS for a short telephone interview

**Part 3 – Evidence of quality practice**  
**in accordance with Quality Area J of the NEAS Quality Assurance Framework**

Evidence required		
<i>J1 An ethical framework underpins the practices of the agency and its counsellors.</i>		
	J1.1	Policy & procedures for monitoring and maintaining the ethical recruitment of counsellors
<i>J2 Information provided to stakeholders is ethical, accurate and consistent.</i>		
	J.2.1	Policy & procedures for maintaining accuracy of information provided to stakeholders
<i>J3 The agency is supported by effective and transparent governance structures.</i>		
	J3.1	Organisational Chart for the whole agency, including all locations
	J.3.2	Details of any and all partners, affiliates and third-party agreements
<i>J4 Management support a performance and development culture for counsellors and staff.</i>		
	J4.1	CV of each member of the management team
	J.4.2	Evidence of training and ongoing professional development provided to counsellors
<i>J5 The agency has in place systematic risk management processes.</i>		
	J5.1	List of all policies and procedures
	J5.2	Policy & procedures for handling client fees
	J.5.3	Copy of the agency's most recent audited financial statements
	J5.4	Student Written Agreement template
<i>J6 Stakeholder feedback is routinely obtained to inform the continuous improvement of services.</i>		
	J6.1	Policy & procedures for handling complaints
	J.6.2	Policy & procedures for obtaining client feedback