

# **EDUCATION ACCESS (AUSTRALIA) PTY LTD**

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## **Education Agent's Student First Interview Checklist - International**

The Education Agent **must** conduct first interview with an intended student as per the following checklist and submit it with the Application for Enrolment Form, after ticking the appropriate boxes. The interview **must** be done on an individual student basis and the language used should be simple which can be easily understood by the prospective student, i.e. in plain English.

- The following documents/information have been provided to the student and their contents explained in detail:
  - Student Handbook - International
  - International Brochure
  - Living in Australia Handbook
  - Marketing material
  - Commencement date, duration, delivery and assessment methods, fees structure-itemised, payment mode, refund policy, qualification gained and pathway available.
  - Campus location and its facilities
  - Transport system in Victoria
  - Accommodation and rental in Victoria
  - Living expenses in Australia
  - Work permission on student visa
  - Overseas Health cover
  - Student Visa process
  - Consumer protection
- Information regarding the 'mandatory' reporting of unsatisfactory academic progress and the possibility of loss of visa.

The Education Agent **has checked** the following original documents for **genuineness**:

- Passport and any entry on past visa application/travel history
- Qualifications, English language test results and Birth Certificate
- Student has sufficient genuine verifiable finances and source of income as per DIBP regulations
- Any other relevant point regarding choice of course and/or Education Access Australia.

I have understood the above information which has enabled me to make an informed decision to study in my chosen course with Education Access Australia.

<b>Name of Interviewer:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Name of Student:</b>		<b>Signature:</b>		<b>Date:</b>	