



Department of
**Jobs, Tourism, Science
and Innovation**

International Education Agent Incentive Scheme 2022-23

Guidelines

Addendum 1 – 6 October 2022



1. Addendum 1 – 6 October 2022

Applicants are advised of the following Addendum to the Agent Incentive Scheme (the Scheme) Guidelines and application form.

By submitting an application, applicants are deemed to have reviewed and understood this Addendum.

This Addendum is reflected in the updated guidelines, 'International Education Agent Incentive Scheme Guidelines 2022-23 – Updated 6 October 2022

1.1. Pathway Enrolments - Clarification

As per section '5. Payments' of the Guidelines, applicants to the scheme have been informed:

"Agents are only eligible to receive one payment per student. For ELICOS pathway enrolments, only the first enrolment will be eligible for the Scheme".

The following provides clarity on pathway enrolments:

- Any pathway enrolment would be paid on the initial commencement only.
- Pathway college enrolments to a university would only be eligible for the \$500 payment.
- The incentive will be paid to the education agent responsible for the student's first place of enrolment in the State (e.g. if a student undertakes an articulation pathway from a ELICOS, higher education or VET course into a university, the agent will only be eligible for the \$500 payment. The pathway provider will responsible for disbursing the funds to the education agent).

Definition: a pathway enrolment includes, but is not limited to, students undertaking a course (such as a Diploma) at a private or public education or training provider to gain knowledge and qualifications that are required to undertake an undergraduate or postgraduate program. These courses may also be referred to as foundation courses.



1.2. Higher Education Enrolments - Clarification

As per Section '5. Payments' of the Guidelines, applicants to the scheme have been informed:

"Eligible WA education providers will receive the following payments per eligible enrolment, once confirmed as attending past a confirmation date (date to be dependent upon enrolment type). Payments will be provided as commission to authorised agents through the provider's existing payment systems:

- \$1000 (plus GST) per university enrolment
- \$500 (plus GST) per school, ELICOS or VET enrolment

The following provides clarity on payment categories:

- \$1000 (plus GST) per university enrolment at a university with a CRICOS registration in Western Australia.
 - A university enrolment includes undergraduate or postgraduate courses offered directly by a university.
- \$500 (plus GST) per any non-university enrolment (school, ELICOS, VET or higher education) at an education provider with a CRICOS registration in Western Australia

1.3. Provider Eligibility - Clarification

As per section '3. Eligibility Criteria – WA Education Provider' of the Guidelines, applicants to the scheme have been informed:

"C. The business must be based and operated in Western Australia. The registered business address must be located in the state of Western Australia".

The following provides clarity on education providers headquartered outside of Western Australia:

- Education providers headquartered outside of Western Australia are eligible to participate in the Scheme only if they have a CRICOS registered campus in Western Australia.

The following FAQ has been amended to reflect this clarification:

- Q) My business is located outside WA, but I service customers in the State. Can I apply?
A) If your business is located outside of WA, however you have a CRICOS registered campus in Western Australia, you are eligible to apply for the Scheme.



1.4. Key Dates and Times

As per section 6: “Key Dates and Times”, the following amendment has been made to Batch dates:

Evidence of enrolments submitted to the Department by the following dates:	Enrolment Verification Template Example
Batch 1	Friday 30 December 2022 (5pm)
Batch 2	Friday 7 April 2023 (5pm)
Batch 3	Friday 30 June 2023 (5pm)



1.5. Glossary – Addition

Under ‘Glossary’ of the Guidelines, applicants to the scheme have been informed definitions for the purpose of the Guidelines.

The following provides additions to the Glossary for ‘Pathway’ and ‘offshore enrolment’.

Term	Definition
Agent	The international education agent that facilitates an international student enrolment to a WA education provider.
Agreement	A legally binding formal agreement that outlines non-negotiable terms, conditions, obligations and reporting requirements.
Applicant	The WA education provider identified in the EOI application process.
Application	An application (or relevant part of an application) to the International Education Agent Incentive Scheme including supporting/additional information.
AWST	Australian Western Standard Time
Department	The Department of Jobs, Tourism, Science and Innovation
EOI	Expression of Interest
Guidelines	These guidelines for the International Education Agent Incentive Scheme.
Minister	The Western Australian Government Minister for International Education
Offshore enrolment	An offshore enrolment refers to an international student who enrolls at a Western Australian provider from outside of Western Australia.
Pathway	A pathway enrolment includes, but is not limited to, students undertaking a course (such as a Diploma) at a private or public education or training provider to gain knowledge and qualifications that are required to undertake an undergraduate or postgraduate program. These courses may also be referred to as foundation courses.
Process	The EOI application and payment process for the International Education Agent Incentive Scheme.
Scheme	The International Education Agent Incentive Scheme.
State	The State of Western Australia.
WA	Western Australia

Note: the Guidelines are to be read cognisant of all clarifications provided in this addendum