



IDENTIFICATION OF PERSONS REPRESENTING A PROVIDER

2016



CRICOS Provider Code: 02277K
The Presbyterian Church in NSW
Trading as The Scots School

IDENTIFICATION OF PERSONS REPRESENTING OR ACTING ON BEHALF OF A PROVIDER

POLICY

The School will maintain a current list on the website of all persons who represent or act on its behalf in dealing with overseas students or intending overseas students.

The School will maintain records of dealings with the named persons.

PROCEDURE

- The International Student Liaison Officer is responsible for maintaining the currency of the Agent's list on The Scots School website.
- Audit dates will be:
 - Prior to the commencement of Term 1 in the academic year
 - Prior to the commencement of Term 3 in the academic year.
- There will be a six monthly audit of contact information with the current Agents.
- The International Liaison Officer is responsible for maintaining Agent files and records



International Agent's Details

KEIC	William Choi	Ph:02 9742 2884	Mobile:04146066600	Email: keic@bigpond.com.au
SMARTER COLLEGE	Kee Sung Song	Ph:02 9676 4887	Mobile: 0430142143	Email: hojusong@hotmail.com
JAT EDUCATION	TAKA	Ph: 81 54 266 5381	Fax: 81 54 266 5382	Email: info@jatcentre.com
AAS EDUCATION		Ph:852 2323 3287	Fax: 853 6263 6506	Email: enquiry@aas.com.hk
SHINYWAY EDUCATION		Ph: 86 571 81068725	Fax: 86 571 81068787	Email: Emily@shinyway.com.au Email: angelama@shinyway.com.au
WORLD AVE	ASUKA	PH: 81 3 5275 5757		wa@world-avenue.co.jp
GIO		Ph: 81 3 5362 7200		GIO CLUB Study Abroad Tokyo Office shingaku@studyabroad.co.jp
CENTURY 21	Joey	Ph: 02 9280 1860	Fax: 02 9280 1682	Joey Zhou admin@informedu.com.au
LINKTOP		Ph: 9281 6088		rita@linktop.net
NOEL EVELEIGH	The Scots School Bursar	Ph: 6331 2766		Email: reception@scots.nsw.edu.au
JENNY DONNELLY	International Liaison Officer	Ph: 6331 2766		Email: reception@scots.nsw.edu.au