

# Education agents

Information about Shelford may be obtained from the Agents listed below. These agents have a good knowledge of Shelford and are ready to assist with enrolment and visa application processes. All agencies have an office in Melbourne and agents are required to visit the School for regular reviews and briefings.

In the course of initial and subsequent discussions, Shelford will take all reasonable measures to ensure that the Education Agent has appropriate knowledge and understanding of the Australian international education service industry, the requirements of ESOS and the National Code, and the appropriate "fit" between school and student.

These measures may include meetings, in person or electronically, responses from students and parents, as well as reports from the agent.

The Education Agent may be invited to formally represent Shelford Girls' Grammar if the agent demonstrates through discussion, documentation and practice:

- Integrity
- Awareness of the needs of students
- The appropriateness of placements at Shelford Girls' Grammar
- Compliance with Australian laws and regulations

Under such agreement, the agent will identify and recruit overseas students who are able to demonstrate sound educational performance sufficient to continue their education at Shelford.

Shelford will comply with the relevant laws and regulations governing international students including the ESOS Act and the National Code, as well as standards established by state or federal authorities for the education of students. Shelford will guarantee to provide appropriate marketing information to the Education Agent and to ensure the agent is made aware of the overall educational program offered by the School and, in particular, aspects relevant to international students.

Sometimes it happens that an agent has not updated their information and, in this situation, Shelford cannot guarantee the accuracy of information on the School.

The list of agents below is correct at this time; please check our website [www.shelford.vic.edu.au](http://www.shelford.vic.edu.au) for any updates.

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# China

Beijing	Shanghai
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