EDUCATION AGENT FEEDBACK

This checklist is to be completed by new students to Imperial within the first two weeks of course commencement

| ☐ | The Applicant received a copy of student handbook and marketing brochure |
| ☐ | All information and key policies in the Student Handbook has been discussed by the Agent with the applicant |
| ☐ | The Agent reviewed the applicant’s application ensuring that all parts have been completed in full |

The Agent informed the application of the following information:

- General description of the content
- Qualification(s) gained on completion
- Duration of the course
- Teaching methods
- Assessment methods
- Facilities
- Training equipment
- Learning resources
- An itemised list of all fees payable to Imperial
- Minimum level of English proficiency required for the course

☐ The Agent has explained the obligations regarding the ‘mandatory’ reporting of unsatisfactory course progress and the possibility of visa cancellation

☐ The Applicant received a copy of his/her application, Letter of Officer, Student Agreement and COE from the Agent that had been signed and understood

☐ The Agent provided the applicant with a copy of the Refund Policy and explained its operation

☐ Any other comment/s about the Agent

Name:  
Student ID:  
Signature of Student:  
Date:  

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BJSB Pty Ltd trading as  
The Imperial College of Australia  
CRICOS ID: 02858M  RTO ID: 121966

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