



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

International Education Agent Incentive Scheme 2022-23

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1. Introduction and Background

In the 2022-23 Budget, the Western Australian (WA) Government announced \$41.2 million in funding for international education initiatives. This included \$10 million in funding for the International Education Agent Incentive (IEAI) Scheme (the Scheme).

The objective of the Scheme is to encourage education agents to promote Western Australia as the Australian study destination of choice to prospective international students.

The Scheme provides a finite fund of \$10 million, which will be paid to eligible participating WA international education providers to be disbursed as an additional top-up commission to agents, through the providers' existing payment systems.

Once an eligible enrolled international student has been confirmed as attending past a determined confirmation date (date to be dependent upon enrolment type), eligible participating WA education providers will provide evidence of enrolment and commencement to the Department of Jobs, Tourism, Science and Innovation (the Department) on a quarterly basis or as otherwise agreed. Following evaluation and assessment, funding will be provided to the eligible participating WA education provider to disburse to agents through the participating provider's existing payment systems:

The program will consider international student enrolments into all sectors, effective from 1 September 2022 – 30 June 2023. Payments will not be made to education providers and agents for any agent-introduced enrolments or commencements prior to 1 September 2022.

2. Expression of Interest

In order to participate in the Scheme, Western Australian education providers will be required to complete an Expression of Interest (EOI). As providers are approved for participation in the program, their business name will be published on WA.gov.au. The list will confirm the eligibility of the education providers and indicate to agents the providers they may receive the incentive payment from pending evaluation of each eligible enrolment/commencement.

There will initially be two rounds of EOIs to cover the following intake periods:

EOI	Round One	Round Two
Open date	Wednesday 14 September 2022 (9am AWST)	Tuesday 1 November 2022 (9am AWST)
Close date	Monday 31 October 2022 (3pm AWST)	Friday 30 June 2023 (3pm AWST)

Education providers found successful in Round One will not have to reapply for Round Two.

Only providers found successful in Round One of the EOI will be able to submit a payment claim for students enrolled by an international education recruitment agent from 1 September 2022.

Providers only found eligible to participate in Round Two of the EOI will only be able to claim eligible student enrolments from 1 November 2022.



Funds will be disbursed to participating Western Australian education providers, in order of receipt, until the \$10 million has been exhausted or until 30 June 2023, whichever is sooner.

3. Eligibility Criteria - WA Education Providers

To be eligible to participate in the Scheme, Western Australian education providers of international education services must meet the following criteria:

- A. Have a valid and active Australian Business Number (ABN).
- B. Have an active Australian Government Register of Institutions and Courses for Overseas Students (CRICOS) provider code.
- C. The business must be based and operated in Western Australia. The registered business address must be located in the state of Western Australia. However, 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.
- D. Be a legal entity that is able to enter into a formal funding Agreement with the Western Australian Government.
- E. Provide a list of agents the education provider has agreements with along with a statutory declaration signed by an appropriately authorised representative confirming that:
 - a. The provider has a contractual agreement with the agent
 - b. Payments provided through the Scheme will be transferred to agents in addition to their current commission rates paid to agents by each provider.
- F. Be endorsed and registered on one or more of the following education standards authority by 1 September 2022:
 - i. Australian Skills Quality Authority (ASQA)
 - ii. Tertiary Education Quality and Standards Agency (TEQSA)
- G. Registered on a [list of approved Western Australian education providers](#) to receive funding for the IEAI. In order to be registered, providers must complete an Expression of Interest (EOI) application.



4. How to apply - EOI

Before commencing an EOI application please ensure your business meets all the eligibility criteria. Click this link <https://ie.smartygrants.com.au/> to access the EOI application. Applicants will need to complete and lodge an online application form.

You will be required to provide ALL of the following information:

1. Nominate to participate in the Scheme.
2. Agree to sign a formal funding Agreement stipulating terms and conditions with the Department prior to being listed on WA.gov.au.
3. Full contact details of your business, including the legal business name and trading name.
4. A valid and active ABN.
5. Your CRICOS provider code.
6. Details of your nominated bank account to receive payment.
7. Nominate which of the following education standards authorities your business is endorsed and registered on:
 - i. Australian Skills Quality Authority (ASQA)
 - ii. Tertiary Education Quality and Standards Agency (TEQSA)

5. Payments

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 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

These amounts will be provided to the authorised international education agent responsible for each student's enrolment, **in addition** to the current commission rates paid to agents by providers under their existing arrangements and agreements.

Payment will only be made to the participating provider once a student has been confirmed as attending past the required confirmation date (per enrolment type). Details of requirements per enrolment type are outlined further in this document.

- Agents are only eligible to receive one payment per student. Any pathway enrolment will be paid on the initial commencement only.
- Pathway college enrolments to a university are eligible to receive the \$500 payment, as per enrolments into school, ELICOS or VET providers.



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

6. Key Dates and Times

Applicants for the EOI process should ensure they allow sufficient time to complete an application as late or incomplete applications will not be accepted.

The following table outlines the indicative timeframes and may be subject to change.

Activity	EOI Round 1 (AWST)	EOI Round 2 (AWST)
EOI - Open	Wednesday 14 September 2022 (9am)	Tuesday 1 November 2022 (9am)
EOI - Close	Monday 31 October 2022 (3pm)	Friday 30 June 2023 (3pm)
Assessment	Up to 2 weeks for each submitted application	
Applicants informed of outcome	Up to 2 weeks post assessment completion	
Successful Applicant to sign Agreement with the Department	1 week of the outcome notification	
List of eligible WA education providers to the scheme posted on WA.gov.au	Up to 3 business days after receiving the signed Agreement	
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 21 April 2023 (5pm)	
Batch 3	Friday 30 June 2023 (5pm)	



7. Enrolment Criteria required for commission payment

The following conditions must be met for each eligible commission per international student. The required information must be provided by the participating provider per enrolment type, i.e. University, Higher Education, Vocational Education and Training (VET), English Language Intensive Courses for Overseas Students (ELICOS) or School enrolments.

7.1. University Enrolments

- The student is a confirmed new offshore enrolment, enrolled post 1 September 2022
- The student has commenced studies in-person in Western Australia
- The student is a full-time or approved under-load (part-time) student
- The student holds an eligible international student visa
- The student is able to provide their Unique Student Identifier (USI) number*
- For 2022 student intakes between 1 September 2022 and prior to Semester 1 2023 – the student has been confirmed as attending past the designated census date
- For Semester 1, 2023 intake – the student has been confirmed as attending past the census date for Semester 1 2023
- The student is enrolled in a course of at least one semester or one trimester in duration.

7.2. Higher Education Enrolments

- The student is a confirmed new offshore enrolment, enrolled in an eligible course post 1 September 2022
- The student has commenced studies in-person in Western Australia
- The student is enrolled as a full-time student
- The student holds an eligible international student visa
- The student is able to provide their Unique Student Identifier (USI) number*
- The student has been confirmed as attending past the census date for the applicable enrolment period
- The student is enrolled in a course of at least one semester in duration.
 - Note: non-award or non-accredited courses are excluded from the Scheme except for pathway enrolments such as foundation studies, postgraduate preparation programs and study abroad programs.

7.3. VET Enrolments

- The student is a confirmed new offshore enrolment, enrolled post 1 September 2022
- The student has commenced studies in-person in Western Australia
- The student is enrolled as a full-time student
- The student holds an eligible international student visa
- The student is able to provide their Unique Student Identifier (USI) number*
- The student has been confirmed as attending past the census date for the applicable enrolment period
- The student is enrolled in a VET Award course of at least one semester (two terms) in duration
 - Note: non-award or non-accredited VET courses are excluded from the Scheme.



7.4. ELICOS Enrolments

- The student is a confirmed new offshore enrolment enrolled post 1 September 2022
- The student has commenced studies in-person in Western Australia
- The student is enrolled as a full-time student
- The student holds an eligible international student visa
- The student is able to provide their Unique Student Identifier (USI) number*
- The student is enrolled in an ELICOS course with the following minimum course-length completion requirements, depending on course type:
 - ELICOS Work and Study course – minimum 10 weeks completed
 - ELICOS Pathway course – minimum of six weeks completed (all pathway enrolments to be confirmed through production of an eligible CoE)
 - All other ELICOS courses – minimum of 10 weeks completed.

7.5. School Enrolments

- The student is a confirmed new offshore enrolment enrolled post 1 September 2022
- The student has commenced studies in-person in Western Australia
- The student is enrolled as a full-time student
- The student holds an eligible international student visa
- The student is able to provide their Unique Student Identifier (USI) number*
- The student is enrolled for at least one school semester (two terms) in 2022-23
- The student has been confirmed as attending past the census date for the applicable enrolment period.

*Provision of Unique Student Identifier (USI) numbers:

- The student must agree to provide their USI number to their educational institution to be passed on to the Department for the purposes of this Scheme.
- If students do not have USI numbers, they consent to providing their unique passport number as an alternative identifier to their educational institution to be passed on to the Department for the purposes of this Scheme.
- An enrolment will be deemed eligible if either the USI number or passport number is provided, provided all other criteria have been met.

8. Frequently Asked Questions (FAQs)

My WA education provider business operates several locations across the State. Am I able to submit an application for each one?

If you operate from more than one location but the businesses are under the same ABN, you can apply only once.

My business is located outside WA, but I service customers in the State. Can I apply?

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.



What paperwork do I need to submit in support of my application?

Required documentation is noted in the “How to Apply” section of the Guidelines. Declarations regarding your business and enrolments may need to be provided. All information submitted as part of your application may be subject to audit.

I’m an education agent, can I apply for the Scheme?

No, only WA education providers with their main business location in WA are eligible to apply to participate in the Scheme. Eligible providers will be listed on WA.gov.au. Agents who have authorised partnerships or agreements with any of the listed participating providers may be eligible for payment under the Scheme, should any enrolments facilitated by that agent meet the qualifying criteria.

Who do I contact with any queries?

All enquiries regarding the Scheme can be directed to iesupport@jtsi.wa.gov.au. JTSI officers cannot review and quality check an application, however general information in relation to the Scheme can be provided.



General Terms and Conditions

1. Cancellation and Variation

- 1.1. The Department of Jobs, Tourism, Science and Innovation (the Department) reserves the right at its absolute discretion, at any time and from time to time, to (in whole or in part) cancel, vary, supplement, supersede or replace this Scheme.
- 1.2. If the Department cancels, varies, supplements, supersedes or replaces this Scheme then:
 - a) The Department will advise each Applicant that the Scheme has been cancelled, varied, supplemented, superseded or replaced; and
 - b) The Applicant shall not have any recourse against the Department whatsoever including claims for any costs or expenses incurred by the Applicant in applying for funding through this Scheme.

2. The Department's Rights

The Department is under no obligation to accept any application and may reject any application at its absolute discretion, including, but not limited to:

- a) If an application fails to comply with the requirements of this Scheme;
- b) If an application is incomplete or contains information or representations that are false or misleading; or
- c) If the Department decides to cancel the Scheme, or exercise any other right referred to in clause 1 above.

3. Application Process

Applications must be submitted electronically through the website link to SmartyGrants, noting the following:

- a) Receipt of the application will be determined by the date and time shown on the 'in-box' that the application was received in SmartyGrants
- b) Lodgement of electronic files may take time and the Applicant must make their own assessment of the time required for full transmission of their application;
- c) The Department will not be responsible or liable (in negligence or howsoever) in any way for any loss, damage or corruption of the electronic copy of the application;
- d) If the electronic copy of the application becomes corrupted, illegible or incomplete as a result of transmission, storage, encryption or decryption, then the Department may request the Applicant to provide another copy of the application either electronically or in hard copy or both;
- e) If the Department requests the provision of further information, then the Applicant must provide the copy of the documents or information requested within the period specified by the Department.



4. Assessment Process

An assessment of each EOI application will be undertaken against the criteria in the Guidelines to confirm that the information submitted is complete, correct and accurate, prior to any offer of funding.

5. Financial Assistance Agreement

- 5.1. Successful applicants will be required to enter into a legally binding Financial Assistance Agreement (FAA) with the State of Western Australia, acting by and through its Department of Jobs, Tourism, Science and Innovation.
- 5.2. The terms and conditions of the FAA will not be negotiable.

6. Information

The Applicant must promptly provide to the Department information and documents (including supporting evidence) in connection with the Applicant, or this Agreement that the Department requests from time to time including, without limitation, any information and documents (including supporting evidence) which the Department requires in considering whether the Department is satisfied of any matter in connection to this Agreement.

7. Applicant Warranties

By submitting an application, the Applicant warrants and represents that all information and representations (in whatever form) given to the Department under, as part of or in connection with the Scheme or the application, is true and correct, complete, and up-to-date, and in no way misleading or deceptive.

8. Repayment

If in its reasonable opinion, the Department forms the view that the Applicant provided incomplete, false or misleading information or no longer satisfies, or never satisfied, the eligibility criteria of the funding payment, the Department may request the Applicant repay part or all of the funding payment as a debt due and payable to the Department and the Applicant must comply with such a request.

9. Goods & Services Tax

- 9.1. The Applicant warrants that it is registered for GST.
- 9.2. The Department considers that this Scheme is a payment for a supply and is subject to GST.
- 9.3. The Department through its internal processes will issue a Recipient Created Tax Invoice (RCTI).
- 9.4. The RCTI will include the amount of GST on top of the payment per eligible student.



10. General income tax information

- 10.1. Subject to an Applicant's specific circumstances, the receipt of funding from this Scheme may be treated as assessable income.
- 10.2. The Department cannot provide any tax related advice to applicants. It is recommended that Applicants seek independent advice about the possible income tax implications from a qualified tax agent/advisor, or the Australian Taxation Office, before submitting an application.

11. Media

- 11.1. All media enquiries or public announcements relating to the Scheme are coordinated and managed by the Department's Media team. Where possible, all media and communications will be undertaken jointly with successful applicants. Recipients must:
 - a) Seek and obtain the Department's approval before making public statements, or contacting or responding to the media, regarding successful or unsuccessful applications through the Scheme.
 - b) Provide the Department with at least 25 business days' notice of any proposed media event.
 - c) Provide any proposed media or public statement to the Department for approval prior to its release as well as make any changes or amendments to the form, content or manner reasonably requested by the Department.

12. No Bribe, Inducement or Offer of Employment

- 12.1. The Applicant must not directly or indirectly approach or communicate with any officer or employee of the Department having any connection or involvement with the Scheme, with respect to an offer of employment or availability of employment with the Applicant or any related entity.
- 12.2. The Applicant must not directly or indirectly offer a bribe, gift or inducement to any officer or employee of the Department in connection with the payment to WA education providers.



13. Privacy and Disclosure of Information

- 13.1. By submitting an application to this Scheme, the Applicant consents to the information provided by the Applicant or collected by JTSI relating to the Applicant or their Application being used by the Department in the assessment of their application, administration of the Scheme and this Agreement.
- 13.1. The Applicant agrees and acknowledges that regarding their application, information is subject to the *Freedom of Information Act 1992 (WA)* and may also be disclosed by the Department, or the State of Western Australia under a court order or upon request by Parliament or any committee of Parliament or if otherwise required by law.
- 13.3. The Department will store personal information collected in this process, supporting documentation and any payment administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

14. Audit

For a period of five (5) years after the date upon which the payment is made to the Applicant, the Department may arrange, at its own costs, for an independent audit in relation to this Scheme.

15. Withdrawal of Application

The Applicant may withdraw their application at any time prior to acceptance of its application, by notifying the Department by email.

16. Review

- 16.1. If the Applicant is dissatisfied with a decision in relation to their Application, the Applicant may apply for review of that decision to the Director General of the Department.
- 16.2. The Director General of the Department may, but is not obliged to, consider a request for review and a decision of the Director General of the Department will be final and binding on the Applicant.

17. Disclaimer

- 17.1. Nothing in the application process or the selection process shall give rise to any legal relationship or any other obligations between the Applicant and the Department.
- 17.2. Any obligations and responsibilities of the parties will be the subject of an FAA between The Department and successful applicants.



Glossary

The following terms are defined for the purposes of this document.

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