

Legal Documentation: Guidance Education and Visa Services

Business Entity: Samford International PTY LTD (ABN: 27 150 641 688)

Registered Migration Agent: Mr. Lok Raj Subedi (MARN: 1467976)

Address: Suite 105, Level 1, 250 Pitt Street, Sydney, NSW 2000

Effective Date: 6 February 2026

Part 1: Terms and Conditions

1. Scope of Services

Samford International PTY LTD ("the Consultancy") provides professional consultancy in Educational Counseling (course selection and enrollment) and Migration Assistance (visa guidance and lodgment), supervised by a Registered Migration Agent (RMA).

2. Professional Standards

- MARA Compliance:** All migration assistance is provided by **Mr. Lok Raj Subedi (MARN 1467976)** in accordance with the *Migration Agents Code of Conduct*.
- ESOS Act:** Education services comply with the *Education Services for Overseas Students Act 2000*.

3. No Guarantee of Outcome

The Consultancy provides professional advice but **cannot guarantee** visa approval or university admission. The final decision rests solely with the **Department of Home Affairs (DHA)** or the relevant educational institution.

4. Client Obligations

The Client must provide genuine, accurate, and complete documentation. Providing fraudulent information is a criminal offense and will result in immediate termination of services without a refund.

5. Fees and Refunds

- Professional Fees:** Payable for the Consultancy's expertise and time.
- External Costs:** Fees for Visas (VAC), Skills Assessments, and Health Cover (OSHC) are the Client's responsibility.

- **Refunds:** Fees are generally non-refundable once work has commenced, subject to *Australian Consumer Law*.
-

Part 2: Privacy Policy

1. Collection of Information

We collect personal and sensitive information (passports, financial records, academic transcripts, and health/criminal history) necessary to process your education and visa applications.

2. Purpose and Disclosure

Information is collected to facilitate school enrollments and visa lodgments. Data may be disclosed to:

- Australian Educational Institutions.
- The Department of Home Affairs (DHA) and OMARA.
- Skills Assessment authorities.

3. Data Security & Retention

- **Security:** We employ secure digital and physical storage to protect your data from unauthorized access.
- **Retention:** As required by the *Migration Agents Code of Conduct*, client files are legally retained for **seven (7) years** from the date of the last action.

4. Your Rights

You may request access to or correction of your personal information by contacting us at our Sydney office or via email.

5. Complaints

Privacy complaints can be directed to our office or the **Office of the Australian Information Commissioner (OAIC)** at www.oaic.gov.au.
