

**International Student Agent Agreement
Between**

**Hauraki School
And**

BACKGROUND

Hauraki School provides a high quality education to international students and welcomes partnerships with agents or agencies who promote such services and carry out recruitment activities on its behalf.

This agent agreement establishes the guidelines and expectations for _____ (“Agent”)

in all its recruitment activities of international students for Hauraki School (“School”).

AGREEMENT

1. The School offers tuition for international students while in New Zealand.
2. The School provides the Agent with information about the school.
3. The Agent promotes the School to overseas students in an ethical manner.
4. The Agent assists a student and his family with the application process, ensuring the student and his family understand fully the terms and conditions of enrolment.
5. The Agent acts as liaison between the School and a student’s family as requested by the School regarding academic or pastoral issues for the duration of the student’s time in New Zealand.

AGENT’S OBLIGATIONS

1. The Agent must agree to a full reference check upon application.
2. The Agent must comply with the Code of Practice for the Pastoral Care of International Students (the Code).
3. The Agent is directed to the NZQA website for a copy of the Code: <http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>
4. If the Agent is found to have acted in contravention of the provisions outlined in the Code, or jeopardises the School’s compliance with the Code, the School will no longer accept students introduced by the Agent.
5. The Agent shall promote the School in accordance with the School’s promotional material.
6. The Agent shall conduct the recruitment of international students at all times in an ethical and responsible manner.
7. The Agent shall be liable for all costs, expenses and outgoings incurred by any of its employees or representatives in carrying out the recruitment activities.

COMMISSION

- 1. The Agent shall be entitled to commission for the successful recruitment of international students to the School.
- 2. Hauraki School does not normally pay the Agent’s commission. The Agent and prospective parent should agree on the Commission amount, and the client then pays the Agent direct.
- 3. Subject to the Agent meeting the expectations outlined in this agreement in every respect, we recommend that an agent commission be 10% of the net tuition fee that is paid to the school. GST can be claimed by New Zealand registered agents upon receipt of a tax invoice.

DURATION

- 1. The agreement shall take effect upon the date it is signed.
- 2. Either the School or the Agent may terminate this agreement by giving 20 days notice in writing to the other party.
- 3. This agreement may be terminated for any breach of the Code of Practice.
- 4. This agreement will be reviewed biannually.

CONTACT INFORMATION

Name of Company / Agency _____

Company Representative _____

Position _____

Address _____

Telephone _____

E-mail _____

Signed for and on behalf of**School** by:

Director of International Students

Date

Signed for ("**Agent**") by:

Date