



**ST MARY'S COLLEGE
AUCKLAND, NEW ZEALAND
CATHOLIC SCHOOL FOR GIRLS**

11 New Street Ponsonby
Auckland 1101 New Zealand
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Auckland New Zealand 1144
Tel: 0064 9 376 6568 Fax: 0064 9 376 0206
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AGENT AGREEMENT 2017

Date of Expression of Interest received _____

1. Agreement between St Mary's College (the College) and commences on/.....20.... and may be terminated forthwith by either party on written notice.

The Agent:			
Agent's address:			
Email:			
Telephone:	Mobile:	Fax:	
Contact person [s]			
Full postal address if different from above:			

2. This Agreement is between the above Agent and the College.
3. The Agent will promote the College and will identify suitable girls who wish to study at the College. "Suitable girls" will be students who wish to study in New Zealand, gain qualifications and improve their English language skills. Some English testing and Skype interviews will be required for acceptance and enrolment.
4. The Agent will provide potential students with full details of all costs, all College requirements (uniforms, rules, attendance) and homestay provisions.
5. The Agent will help support the students with transport to and from the airport and move students to and from homestays.
6. The Agent will translate and communicate letters and emails to the parents on behalf of the school in relation to the student's academic progress or welfare issues.
7. The Agent will advise potential students on passport, visa and student permit requirements.
8. The Agent will arrange for the lodgement of fees for each student in the International Student Fee Account of St Mary's College or at the College office.
9. The College will pay the Agent 15% of the first and subsequent years' tuition fee for each student that they are representing at the College (\$14,800.00pa in 2017). The commission fee is payable on an invoice from the Agent, provided the student has attended the College for a **minimum of one month**.
10. Commission is paid to the agent for each student who they are representing at the College. No commission will be paid to an agent who no longer acts for a student with written notice from the parents.
11. This agency is non-exclusive. The College is not obliged to enrol any student recruited by the Agent. The Agent will not assign this agency agreement or delegate the agency to any other person. The agency agreement is governed by the law of New Zealand.

REGULATIONS TO BETTER SUPPORT INTERNATIONAL STUDENTS

St Mary's College is a signatory to the Ministry of Education, *Code of Practice for the Pastoral Care of International Students* and the Agent is required to comply with the Code. The agency will be terminated if the Agent breaches the Code of Practice and it is the **Agent's responsibility to obtain a copy of the Code and understand it.**

The Education (Pastoral Care of International Students) Code Of Practice 2016 replaces the existing Code of Practice for the Pastoral Care of International Students from 1 July 2016. On the same day, a new International Student Contract Dispute Resolution Scheme (DRS) is established to resolve contractual and financial disputes between international students and education providers. Both will better support and care for international students in New Zealand. Copies are available from:

<http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/>

- [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- [New International Student Contract Dispute Resolution Scheme \(DRS\)](#)
- [Making a complaint](#)

Signed for St Mary's College:.....

Date:

Signed by the Agent:.....

Date:

Full name of signatory for the Agent: