



# RECRUITMENT AGENT AGREEMENT

*between*

\_\_\_\_\_ **Rangiora New Life School** \_\_\_\_\_  
(hereafter referred to as "SCHOOL")

*and*

\_\_\_\_\_  
(hereafter referred to as "AGENT")

whereby the SCHOOL appoints the AGENT as a Representative in \_\_\_\_\_, for all the courses and programmes offered by the SCHOOL, on the terms specified below.

## **A. The SCHOOL**

1. The SCHOOL agrees to give the AGENT the authority to introduce and recommend individual students to the SCHOOL in accordance with the admission standards and policies of the SCHOOL, and/or any other guidelines agreed by both parties.
2. The SCHOOL shall endeavour to provide the AGENT complete and up-to-date information on the SCHOOL with regard to the programmes, course structure, fee schedules, admissions policies and other important aspects so as to assist in the proper counselling of prospective students. At its own expense the SCHOOL shall provide the AGENT with adequate stocks of Prospectus, information leaflets, application forms and other useful promotional materials.
3. The SCHOOL shall answer any enquiries and send all correspondence and related documents to the AGENT promptly via the most efficient means.
4. The SCHOOL shall send all the necessary documents to the AGENT for student passport procedures and visa application before receiving fees remitted from the AGENT.
5. For each individual student enrolled at the SCHOOL, following recommendation by the AGENT, the SCHOOL shall pay to the AGENT a professional fee amounting to **12.5%** of the first year's tuition fee for academic courses. This fee shall be remitted in the form of Telegraphic Transfer (TT) or International Bank Draft (NZ\$) to the AGENT within four weeks after the student has enrolled at the SCHOOL.
6. The SCHOOL agrees to refund the tuition fee, and any other fee received from the AGENT if the student is refused the final visa application.
7. The SCHOOL will arrange homestay accommodation if required.
8. The SCHOOL will review the AGENT's performance annually. This could be by way of student satisfaction surveys, interviews.

## **B. The AGENT**

1. The AGENT shall advise, evaluate and screen all prospective students and shall collect from the students on behalf of the SCHOOL the necessary application forms, reports, testimonials, financial guarantee letters, and any other documents requested by the SCHOOL. These will then be transmitted to the SCHOOL.
2. The services and responsibilities of the AGENT to the SCHOOL shall include promotion of the SCHOOL, its programmes, and other services including accommodation for students. The AGENT shall also give advice to prospective students and parents to ensure they have a full understanding before committing to enrolment.
3. In the advising of individuals and dissemination of information, the AGENT shall take all reasonable measure to ensure that only factual and up-to-date information is given.
4. The AGENT shall endeavour to introduce and recommend individuals who are academically and financially qualified for admission to the SCHOOL.
5. The AGENT shall submit complete documentation of the student's application to the SCHOOL promptly by airmail, or any other efficient method as required.
6. The AGENT shall ensure the SCHOOL receives the tuition and any other fees from the students and the AGENT will remit these amounts to the SCHOOL by Telegraphic Transfer (TT) or International Bank Draft (NZ\$) within one week of the student gaining visa approval in principle.
7. The Agent has read and understood the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students, copies of which can be viewed on the Ministry of Education website at [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). The Agent agrees to comply with the New Zealand Code of Practice for the Pastoral Care of International Students and understands that any breaches of the Code may result in the termination of this agreement. (see C)

**C. This Agreement is subject** to cancellation by either party on notice of two (2) weeks. The Agreement shall be valid for three (3) years from the date of signature. Any renewal of the Agreement will be negotiated.

**THE TERMS OF THIS AGREEMENT ARE HEREBY AGREED BY:**

*Signed for and on behalf of*

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Date

*Signed for and on behalf of*

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Date