



POLICY FOR MANAGING RECRUITMENT AGENCIES FOR INTERNATIONAL STUDENTS

**NAG 6
No. 604**

Purpose

This policy is to provide clear and consistent guidance for relationships between the school and education agencies. This policy should be read in conjunction with the Recruitment Agency Agreement, and the Education (Pastoral Care of International Students) Code of Practice 2016, including the 2019 Amendments.

Guidelines

1. The school will sign agreements with all education agencies who recruit students for the school.
2. The school will enter into working relationships with reputable agencies, once a reference check has been carried out and all supporting documentation has been submitted by the agency, i.e. an Agency Application Form, and other supporting documentation the school deems necessary. International Student Manager will record results of reference checks.
3. New Zealand is a signatory to the Statement of Principles for the Ethical Recruitment of International Students by Education Agents and Consultants (To be known as the London Statement of Principles) and operates under the Education (Pastoral Care of International Students) Code of Practice 2016. Recruitment agencies will be informed about, and will comply with, the requirements of the Code and the London Statement of Principles.
4. The school will effectively manage and monitor their agents:
 - to ensure they provide international students with reliable information and advice about studying and living in New Zealand; and
 - act with integrity and professionalism towards prospective international students; and
 - do not breach the law or jeopardise the signatory's compliance with the code.
5. Where agencies are found to contravene the Code and/or the London Statement of Principles, the school will apply the appropriate sanctions as detailed in the Agency Agreement.
6. The school will ensure that its agents have access to, and maintain, up-to-date information relevant to their duties as specified in the contracts with the school.
7. The school will pay commission to the agency as set out in the Agency Agreement. The commission rate will generally be 15% of tuition fees, not the administration fee, or the Year 1, Teacher Aid surcharge.
8. The school will generally pay commissions to contracted agencies upon receipt of an invoice, after the student has commenced at the school and all the documentation, including visas, have been received.
9. The school will have no obligation to pay commission fees to any agency with whom the school does not have a signed Agency Agreement.

10. The school will review the conduct and performance of its agencies as a part of the annual self-review. The school will collect and record appropriate evidence of agency reviews.
11. The staff member in charge of international education will report directly to the school Principal on the performance of the school's contracted agencies and report any breaches of the Code that may lead to the termination of an agency contract.