REQUEST 4

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VISITING GROUPS STUDENT AGREEMENT

Between

OTAMATEA CHRISTIAN SCHOOL

(Hereafter referred to as "THE SCHOOL")

And

_____

(Hereafter referred to as "AGENT")

Whereby the SCHOOL appoints the AGENT as a representative in group visits for all of the courses and programmes offered by the SCHOOL, on the terms specified below.

1.0 The SCHOOL

1.1 The SCHOOL agrees to give the AGENT the authority to introduce and recommend group students to the SCHOOL in accordance with the admission standards and policies of the SCHOOL, and/or any other guidelines agreed by both parties.

1.2 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 promotion materials.

1.3 The SCHOOL shall answer any enquiries and send all correspondence and related documents to the AGENT promptly via the most efficient means.

1.4 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.

1.5 The SCHOOL agrees to refund the tuition fee, less 10% deposit, and any other fee received from the AGENT if the student is refused the final visa application.

1.6 The SCHOOL will arrange homestay accommodation if required.

1.7 The SCHOOL will review the AGENT's performance annually. This could be by way of student satisfaction surveys and/or interviews.

1.8 If the SCHOOL becomes aware that a recruitment agent is:

a) Engaging in any false, misleading or deceptive conduct; and/or

b) Contravening any of the SCHOOL's obligations under the Code; the school shall immediately advise the agent in writing that they must cease that activity.

c) If the AGENT fails to cease activity, the SCHOOL must immediately

- Withdraw their accreditation of that AGENT
- Terminate the SCHOOL's agreement with that AGENT
- Stop accepting students through that AGENT

2.0 The AGENT

2.1 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, evidence of Medical and Travel insurances, and any other documents requested by the SCHOOL .These will then be transmitted to the SCHOOL.

2.2 The services and responsibilities of the AGENT to the SCHOOL shall include promotion of the SCHOOL, its programmes, and other services including accommodation from students. The AGENT shall also give advice to prospective students and parents to ensure they have a full understanding before committing to enrolment. 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.

2.3 The AGENT shall submit complete documentation of the students' application to the SCHOOL promptly by efficient method as required along with a 10% deposit.

2.4 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 (NZD) a month before the group is due to arrive in New Zealand.

2.5 The AGENT has read and understood the New Zealand Ministry of Educations' Code of Practice for Pastoral Care of International Students, copies of which can be viewed on the NZQA website at http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/

2.6 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.

2.7 This AGREEMENT is subject to cancellation by either party on notice of one (1) month. The AGREEMENT shall be valid for one (1) year 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	**Signed for and on behalf of**
OTAMATEA CHRISTIAN SCHOOL	_____
Signed _____	Signed _____
Print Name _____	Print Name _____
Date _____	Date _____