

Amesbury School

Application to be an Educational Agent



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Learning for life; learning to live. Joy for learning; joyful living.

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OVERVIEW

Amesbury School recognises the vital role of Educational Agents in recruiting international students.

All Amesbury Educational Agents must have a signed agreement with Amesbury School before recruiting students on the school's behalf and must comply with the **Education (Code of Practice for Pastoral Care of International Students) 2016**. A copy of the Code in English or other languages can be downloaded from www.nzqa.govt.nz. It is important that the Educational Agent acts with the utmost integrity at all times and is clear about their obligations to international students, their families and the schools they represent.

WORKING WITH AMESBURY SCHOOL

Amesbury School provides a high quality and safe environment for international students in Years 1-6, with an academic programme personalised to each student's individual needs.

The unique nature of the personalised education that students receive at Amesbury School is a key selling point of the school and it is important that Educational Agents understand this uniqueness. Where possible, the school expects that the Educational Agent will either visit the school or meet with a school representative prior to signing this agreement. Once the agreement has been signed, Amesbury School will supply a copy of the International Student Handbook, outlining the international programme at the school, and any other material that will assist in promoting the school.

A parent is required to accompany and live with any child enrolling at Amesbury School, and this parent is responsible for the wellbeing of the student while they are in New Zealand. The parent is responsible for arranging their own accommodation.

The Educational Agent will attract students that suit the nature of the school and have an understanding of how teaching and learning are delivered at Amesbury School.

Amesbury School's Expectations

A full copy of the Educational Agent Agreement is available [here](#), and outlines the full terms and conditions of working with Amesbury School. In summary, our expectations are as follows:

1. To accurately supply up-to-date information about the international programme at Amesbury School, including details of all costs.
2. To ensure quality applications that can be easily processed and accepted by the school by providing all information required including medical and learning concerns and schooling history. Amesbury School expects that the Educational Agent will ensure that the student is suitable to Amesbury School and the student's family is in a financial position to undertake study at Amesbury School.
3. To manage the immigration process on behalf of the international student and parent, including organising the student visa. Amesbury School agrees to provide all documentation required by the Educational Agent to facilitate this process.
4. To ensure that payment of all required tuition and administrative fees into the designated Amesbury School bank account as part of the enrolment process.
5. To ensure that all applicable contractual and legislative information, including but not limited to the Tuition Agreement, International Student Fee Refund Policy, and the Code of Practice for the Pastoral Care of International Students are understood by the international student's parents and that they have been given a copy.
6. To abide by the terms of the Fair Trading Act 1986 regarding false, misleading and deceptive behaviour by the suppliers of goods and services.
7. To ensure that the family understands that the student cannot apply for refugee status while in New Zealand.
8. To abide by the London Statement of Principles.

COMMISSION

Amesbury School will pay a commission fee in New Zealand dollars of 15% of the tuition fee received for the duration of the student's study at the school. Deductions will apply if the student withdraws. The commission shall be paid by electronic banking to the Educational Agent on invoice.

EXPERIENCE

Educational Agents are asked to provide a brief resume outlining their history, experience and relevant training to the role.

Application Form

YOUR DETAILS

Company Name

Company Address

City

Country

Phone Number

Email Address

Contact Person

ABOUT YOUR BUSINESS

What countries do you recruit international students from?

Do you have relationships with specific schools in these countries?

If yes, please name the schools you work with:

Country:	School:
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Country:	School:
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Country:	School:
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Country:	School:
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Country:	School:
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Do you currently recruit primary school students (Years 1 – 6)?

What areas of New Zealand do you predominantly send international students to?

References

Educational Agents must provide the names and details of up to three people who may be contacted to provide references. These must be other New Zealand educational institutions that he/she has worked with, preferably primary schools.

REFERENCE ONE

Referee Name:

Relationship to Educational Agent:

Contact Phone Number:

Email Address:

REFERENCE TWO

Referee Name:

Relationship to Educational Agent:

Contact Phone Number:

Email Address:

REFERENCE THREE

Referee Name:

Relationship to Educational Agent:

Contact Phone Number:

Email Address:

Please tick all that apply:

☐ I am available to visit Amesbury School for an onsite meeting.

☐ I am available for a Skype interview with Amesbury School.

☐ I agree to this application being used for the purpose of considering my suitability as an Educational Agent and give my permission for the referees supplied to be contacted.

☐ I have supplied a resume of my organisation's relevant experience in recruiting international students in New Zealand.

Further Information

We'd be happy to talk to you further about being an Educational Agent for Amesbury School. On site visits are welcomed and encouraged.

For further information, please contact

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