

POLICY 16.3 MANAGING EDUCATION RECRUITMENT AGENCIES

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Guidelines

- 1.1 This policy provides clear and consistent guidance for relationships between the school and reputable education recruitment agencies who recruit students for the school. This policy shall be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 at www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/.
- 1.2 The Principal shall 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. Results of reference checks will be recorded by the International staff.
 - 1) Ethical Conduct
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.
 - 2) Action for Breach
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.
 - 3) Commissions
 - The school will pay commissions to the agency as set out in the Agency Agreement. The commission rate will be 15% of tuition fees and the school reserves the right to make other commission or incentive arrangements with selected agencies by special negotiation;
 - The school will pay commissions to contracted agencies upon receipt of an invoice. Commission payments will be made within 4-6 weeks after the student has commenced at the school and is subject to the tuition fee being received by the school;

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- The school may elect to make special arrangements with trusted agencies to allow the agency to withhold commissions from tuition payments due to the school. Such arrangements are at the sole discretion of the Principal and no commissions should be withheld by an agency without prior agreement from the Principal;

- Where a student does not see out the entire period of their enrolment at the school, the school may, on a case by case basis, decide whether or not to request a refund of all or any part of any commission fees paid to an agency;

- The school has no obligation to pay commission fees to any agency with whom the school does not have a signed Agency Agreement.

4) Agency Monitoring and Review

The school will review the conduct and performance of its agencies as a part of an annual self-review. The school will collect and record appropriate evidence of agency reviews.

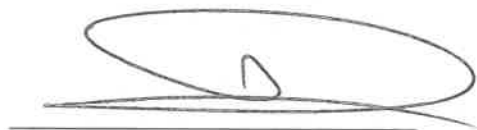
5) Reporting

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.

Me aro koe ki te hā o Hineahuone

'Take heed the power and dignity of women'

Approved by the Board of Trustees at the meeting held on 24/05 2021



CHAIRPERSON