



Agent Application For Gulf Harbour School



INFORMATION FOR RECRUITMENT AGENTS

NOTE: A recruitment agent's English needs to be of a high standard in order to communicate with the school.

ACCREDITATION

- A Recruitment Agency must be a current, accredited agent for Gulf Harbour School prior to a student being offered a place at the School.
- If your company does not have a current Agent's Agreement and you are interested in becoming an accredited agent for Gulf Harbour School then please complete the Agent's Application form below and return it to Gulf Harbour School for consideration. Please ensure that you fill in all sections so that we can process your application. Please contact Gulf Harbour School's International Department **international@ghs.school.nz** or phone **00 64 9 428 0202** or **00 64 27 220 2618** if you have any queries.
- Contact will then be made with the referees and Immigration New Zealand to verify your experience and credentials. If you are an Education New Zealand Recognised Agent please specify. It is preferable that the referees include at least one other school that is signatory to the Code of Practice. Please also include links to your online business site or copies of marketing materials.
- If Gulf Harbour School is satisfied with your request to become an accredited Recruitment Agent, the agent for your company will be invited to an interview. At this interview, clear guidelines will be given regarding the expectations of agents for Gulf Harbour School, as well as a familiarisation with the School itself.
- If both you and Gulf Harbour School are satisfied then a 'Recruitment Agent Agreement' will be signed by both parties. This agreement will cover such things as:
 - The amount of commission paid by Gulf Harbour School to you (The Agent)
 - The circumstances in which commission will be paid
 - The school's expectations
 - Monitoring and performance procedures
 - Conditions for terminating a Recruitment Agent Agreement
- One copy of the agreement will be given to you and the other copy will be retained by Gulf Harbour School.
- Once the agreement is in place, the Recruitment Agent receives:
 - A Gulf Harbour School Agent Information Pack
 - A Representation Certificate for Gulf Harbour School
- On receipt of the documentation, study it thoroughly. Recruitment Agents are expected to fully understand and comply with Gulf Harbour School's requirements and the Code of Practice for the Pastoral Care of International Students. The Code is available at www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/ (copies are available in ten other languages such as Korean, Chinese (simplified), Arabic, Spanish and Japanese)
- Your education consultants should also familiarise themselves with the policies and procedures of Gulf Harbour School.
- Your company will then become an Accredited Gulf Harbour School Recruitment Agent.



APPLICATION TO BE AN AGENT FOR RECRUITMENT OF INTERNATIONAL STUDENTS

BUSINESS PROFILE

Company Name: _____

Physical Address: _____

Postal Address: _____

Telephone: _____ Fax: _____

Website: _____

Social Media (if applicable) _____

Director's Name(s): Mr/ Mrs/ Miss/ Ms _____

Direct Line: _____ Mobile: _____

Email: _____

Contact Person (If different from the above):

Mr/Mrs/Miss/Ms: _____

Job Title: _____

Direct Line: _____ Mobile: _____

Email: _____

COMPANY BACKGROUND

Please describe the nature of your business and how it operates: _____

What date was the agency established: _____

How many consultants do you have: _____

Is your company registered with and approved by a government authority to recruit fee-paying students for study off shore? **Yes / No** Comments: _____

Is your agency an Education NZ Recognised Agency? **Yes / No**

Have you completed the Education NZ agent training programme? **Yes / No**

Does your company have membership to any professional organisation, or agent association in your country that is linked to the Education Industry?

Yes / No If Yes, Name of organisation: _____



Do you currently work with any New Zealand Primary School or Secondary Schools? If yes please list:

How do you intend on marketing our school? _____

Do you have a company brochure?

Yes / No If Yes, please forward us a copy.

Do you run an orientation programme for students prior to departure and/or arrival in New Zealand?

Yes / No If yes, please describe your programme: _____

Do you provide support or services to the student whilst they are studying in New Zealand?

Yes / No If Yes, please list the areas of service or support: _____

Do you charge the student (or family) for the above, for travel, translation or any additional services, or do you include all services as a package deal?

Yes / No Comments : _____

Are all of Gulf Harbour Schools Fees, Policies and any other information made clearly available to all applicants, before placement, and during their enrolment?

Yes / No Comments: _____

Approximately how many Primary School students do you successfully recruit each year to New Zealand?

Which main country/ies do you recruit your students from?

Which other countries do you send students to:

Do you charge each student for application processing?

Yes / No If Yes, how much? NZ\$ _____



REFEREES:

Please name at least 2 business referees in New Zealand (companies that have used or still use your services)

REFEREE 1:

Name: _____

Company: _____

Job Title: _____

Address: _____

Email: _____

Telephone: _____ Mobile: _____

REFEREE 2:

Name: _____

Company: _____

Job Title: _____

Address: _____

Email: _____

Telephone: _____ Mobile: _____

By submitting this application the educational representative gives consent to Gulf Harbour School to contact Immigration New Zealand with regards to the below information for their company and gives automatic consent for INZ to release the following:

- Agent performance data, based on total student visa application volumes.
- This data can be global performance, or market specific and cover any date range.
- The performance data will include, where possible/relevant, reasons for declined decisions.
- INZ will also disclose any instances of fraud or misrepresentation regarding any applicants that they have represented.

Once we have heard back from your references and INZ we will be in touch regarding your application. Thank you for your interest in working with Gulf Harbour School.

Please return this form with any supporting documentation to:

International Students Department

Gulf Harbour School

65 Alec Craig Way

Gulf Harbour

Auckland 0930

NEW ZEALAND

Or email to international@ghs.school.nz

FOR OFFICE USE ONLY

Approved By:

DIS Yes / No Date: _____

BOT Yes / No Date: _____

Principal Yes / No Date: _____