



One Tree Hill
COLLEGE

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INFORMATION FOR AGENTS

You will find detailed information about One Tree Hill College in the information booklet sent out with the prospectus. Please ensure that every serious applicant for a place has a copy of this prospectus and information booklet and all other relevant documents, including the Application Form. Please check that the following issues are discussed with prospective applicants.

Entry Requirements

The school will assess each application on an individual basis and advice on what form level and subjects are most appropriate. In order to do this most effectively we must receive copies of the student's most recent school reports and examination results. Please also provide information regarding the general area in which the student wishes to study in the future e.g. commerce, engineering or other tertiary institutions. There is no specific English Language requirement but students should be counselled that if their English is not strong they might be required to spend some time in the ESOL Unit. In this circumstance they can expect to take longer to qualify for entry to university, or an institute of technology. Students will need guidance concerning the most appropriate time to start secondary school in New Zealand. *We cannot guarantee the level offered on the Offer of Place. Courses can only be confirmed after the student has arrived and been assessed. Please read the qualifications information carefully and ensure the student understands.*

We will accept students aged 13 years and up. We can enrol adults in some circumstances.

Enrolment

We have a number of places available each year for international students. The number is set by the Board of Trustees. To be sure of a place the following year students should confirm their applications by September/October each year. However it is possible to enrol at other times during the year. See entry requirements above.

Subject choice

Please advise students to read the information about subject choice and the conditions regarding qualifications.

Insurance

Please check that the students are aware of the insurance requirement. Health and travel insurance must comply with the Education (Pastoral Care of International Students) Code of Practice 2016. If insurance is not bought through the school, agents must ensure that a copy of the alternative policy, written in English, is sent to the school. The school needs to check that the policy complies with the Code of Practice. This translated policy must be received before you insure the student in case it does not meet our standards. If it does not meet the school's standards, we will invoice the student for the school's default policy with Southern Cross. This is one of the largest student insurance companies in New Zealand. Please note that a commission is paid to One Tree Hill College for students who take Southern Cross insurance. This commission is kept in a welfare fund for International students and is used for the well-being of the students. The Southern Cross website is: [www, scti.co.nz](http://www.scti.co.nz)

Cars

Students who want to own or drive a car must fulfil strict conditions. They must see the Dean of International Students before they buy or drive a car to find out the procedure.

Homestay

If homestay is required it is organised by the school.

Generally students under 20 will be placed in homestay accommodation. There may be exceptions for students between 18 and 20 but this is solely at the discretion of the school. Homestay organised by parents must be approved by the school.

Parents must sign a declaration that they know the family of any privately-organised homestay.

Privately-organised homestay will be monitored by the school.

Care and Support

The agent should be available to provide any support the student needs while the student is at One Tree Hill College. If the agency has no representative in New Zealand some arrangement must be made to support the student. Guardianship is not required.

Accurate contact details for parents are needed and the school needs to be informed of any changes in these contact details.

PLEASE PROVIDE A 24 HOUR CONTACT PHONE NUMBER FOR SOMEONE WE CAN SPEAK TO IN ENGLISH SHOULD THERE BE AN EMERGENCY.

Attendance

Please advise your clients that a number of students in New Zealand schools have had their student permits revoked because of irregular attendance.

Code of Practice

Agents are expected to be familiar with the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016. Please check the website: www.nzqa.govt.nz/goto/international

Tuition Contract

It is essential that parents, or the student if over 20 years of age, sign the application form, tuition contract and any other necessary documents.

Commission

Agents are entitled to a commission of up to 15% on the tuition fees. For the first and second years of a student's enrolment the commission is 15%. Agents are entitled to a commission of 10% on the tuition fee for the third and subsequent years of a student's enrolment. Commission is paid on the tuition fee exclusive of the government levy of \$430.00 per year or Administration or Pastoral Fees.

Please check with the school if you are not sure of the commission due.

Please note that we pay the agent's commission only in cases where the agent introduces the student to the school and handles all the application procedures.

One Tree Hill College will not automatically pay commission for a student who has already attended another New Zealand High School.

One Tree Hill College will not automatically pay commission to an agent who is not the first or original agent of the student.

In the above two situations, decisions regarding the commission will be made by the school. The decision will be based on the circumstances of the student's change of schools.

One Tree Hill College will pay the commission after the arrival of the student.

However, there are some circumstances where it is possible to deduct the commission before the tuition fees are sent to the school.

One Tree Hill College will pay the commission at the rates stated above for each year that the student studies at the school so long as the agent continues to fulfil their obligations.

Payment of Fees

Please send the total amount due as indicated on the invoice for the student. We will send you a receipt which you can use for visa purposes. After the arrival of the student and when we receive your invoice, we will pay your commission.

Bank charges of around NZ\$25 may be deducted from the commission for direct transfer overseas.

Agents based in New Zealand

Please note that agencies based in New Zealand must be a registered company whose main purpose is the placement of fee-paying students into educational institutions. We must have information about the company and we must have references from two other educational institutions.

Agents with their business operation in NZ should be registered for GST.

Please sign both copies of the agreement with the school if you agree to the terms. Please return them to the school to be signed by One Tree Hill College. The agent's copy will then be returned to you.